



COE Procedure for Approval of Local Internships

Pursuant to CMO-NO.104-S.2017, the following procedure is issued to assist and support the faculty members, students, and staff in conducting local internships that are required for a course offered by the College through its constituent degree-granting units (DGU). This procedure was presented and approved in the 393rd General Faculty Assembly of the College held on February 12, 2024.

Objectives	To recommend to the Office of Field Activities (OFA) Diliman the local internships endorsed by the Dean of the College of courses currently offered in the UP College of Engineering, through its constituent departments and institutes, for approval and ensure that local internships have been officially sanctioned by the University.
Scope	<p>This procedure includes steps needed to be undertaken by the instructor or faculty-in-charge (FIC) to obtain the endorsement of the Dean for the internship they intend to undertake. Further, this procedure also describes how the endorsed internships will be submitted to the OFA Diliman to obtain approval prior to the implementation. The COE AFA Technical Committee, hereon referred to as the Committee, is mandated to initially review and ensure compliance of the AFAs to the guidelines of the University for them to merit the endorsement of the Dean.</p> <p>Local Internships are categorized into:</p> <ul style="list-style-type: none"> Type A: Off-campus Internships with Host Training Establishments (HTEs), i.e., private companies, government agencies, or other UP Constituent Universities Type B: On-campus Internships with UP Diliman units <p>Approval of local internship requests for both Types A & B is divided into the following:</p> <p>Preliminary Approval of (1) the list of eligible HTEs that can host potential students identified by the FIC and (2) internship agreements to be signed by students. OFA Diliman approves the request based on submitted documents endorsed by COE AFA Technical Committee. The approval must be secured before the Mid-year term, preferably before the end of the Second Semester.</p> <p>Final Approval of AFA for the list of enrolled students who will participate in internships with eligible HTEs included in the aforementioned list. The Dean approves the request based on documents submitted by the FIC and reviewed by the Committee.</p>

PRELIMINARY APPROVAL OF INTERNSHIP AFAs		
Responsible Persons	Activity	Interfaces
Faculty-in-Charge	Obtain copies of internship agreements with potential HTEs.	<p>Note 1</p> <ul style="list-style-type: none"> ○ Valid internship MoA with potential HTEs or other CUs (<i>For Type A internships</i>) ○ Department-approved internship agreements (<i>for both Types A and B</i>)
	Submit list of potential students who will participate in internships during the Midyear term	<p>Note 2</p> <ul style="list-style-type: none"> ○ List of prospective student-interns from course demand survey conducted during the Second Semester



	Submit the AFA Request to the head of the department/institute with the above supporting documents	<p>Note 3</p> <ul style="list-style-type: none"> ○ Letter to the Department Chairman or Institute Director from the FIC ○ Accomplished OFA Diliman Form for AFA Request for the list of potential HTEs ○ Course Syllabus ○ Link to valid Internship MOAs (For Type A internships) ○ Department-approved Internship Agreements
Department Chairman / Institute Director / Program Coordinator	Endorse the request to the Dean through the COE AFA Technical Committee	<p>Note 4</p> <ul style="list-style-type: none"> ○ Email to the Dean from the Department Chairman ○ Accomplished OFA Diliman Form for AFA Request for the list of HTEs and prospective student interns ○ Course Syllabus ○ Link to valid Internship MOAs (For Type A internships) ○ Department-approved Internship Agreements
COE AFA Technical Committee	Endorse request to the Dean	<p>Note 5</p> <ul style="list-style-type: none"> ○ Accomplished OFA Diliman Form for AFA Request for the eligible HTEs and potential student-interns ○ Email to Dean from the Department Chairman or Institute Director ○ Link to Signed Internship MOAs (For Type A internships) ○ Department-approved Internship Agreements ○ Minutes of the Meeting of the COE AFA Technical Committee
Dean of the College	Endorse the AFA Request for approval by the UPD OFA	<p>Note 6</p> <ul style="list-style-type: none"> ○ Accomplished OFA Diliman Form for AFA Request for the eligible HTEs and potential student-interns ○ Minutes of the Meeting of the COE AFA Technical Committee
Coordinating Committee Member	Submits the Endorsed AFA Request to UPD OFA	<p>Note 7</p> <ul style="list-style-type: none"> ○ Endorsed AFA Request Form for the eligible HTEs and potential student-interns ○ Links to valid MOAs ○ Department-approved Internship Agreements
UPD OFA	Pre-approves the request	<ul style="list-style-type: none"> ○ Pre-Approved Internship Request Form



FINAL APPROVAL OF INTERNSHIP AFAs		
Responsible Persons	Activity	Interfaces
Faculty-in-Charge	Obtain relevant documentation from students enrolled in the course	<p>Note 8</p> <ul style="list-style-type: none"> ○ Updated OFA Diliman Form that reflects HTE-intern assignment ○ Copies of notarized internship agreements ○ OFA Diliman Form for <u>Student Participation Agreement (SPA)</u> for Off-Campus Academic Field Activities (bit.ly/updofa-spa) ○ Google Form for Students' Submissions
	Submit the AFA Request to the head of the academic unit with the supporting documents	<p>Note 9</p> <ul style="list-style-type: none"> ○ Updated OFA Diliman Form that reflects HTE-intern assignment ○ Course Syllabus ○ Links to valid MOAs ○ Copies of valid internship agreements ○ Signed <u>COE General Guidelines for AFAs</u> (bit.ly/COE-AFASafetyGuidelines) ○ Link to the Google Drive of the FIC containing student submissions
Department Chairman / Institute Director / Program Coordinator	Endorse AFA requests to the Dean through the COE AFA Technical Committee	<p>Note 10</p> <ul style="list-style-type: none"> ○ Email to the Dean from the Department Chairman ○ Updated OFA Diliman Form that reflects HTE-intern assignment ○ Links to valid MOAs ○ Signed COE General Guidelines for AFAs ○ Link to the Google Drive of the FIC containing student submissions
COE AFA Technical Committee	Endorse request to the Dean	<p>Note 11</p> <ul style="list-style-type: none"> ○ Updated UPD OFA Form that reflects HTE-intern assignment <li style="padding-left: 20px;">Summary Table of Information from Google Form ○ Minutes of the Meeting of the COE AFA Technical Committee
Dean of the College	Approves the request	<ul style="list-style-type: none"> ○ Approved AFA Request Form



PRELIMINARY APPROVAL OF INTERNSHIP AFAs

Note 1

1. The faculty-in-charge (FIC) could be the course handler, or the internship coordinator designated by the department / institute / program.
2. If the faculty member is handling several courses requiring off-campus Internship AFAs, request for approval of these AFAs can be done simultaneously by indicating them all in a one AFA Request Form.
3. For off-campus internship (Type B), the FIC must obtain copies of valid Memorandum of Agreement (MOA) on Internship between the Host Training Establishments (HTEs) with the UP Diliman or UP System. The FIC secures a copy from the Department/Institute, Office of the Associate Dean for Institutional Linkages (through the link: bit.ly/updcoe-partners), or the Office of Field Activities (OFA) Diliman. The MOA should contain details such as responsibilities of the HTE and UPD, venues, duration of internship, and cost requirements.
4. For both internship Types A and B, the FIC must obtain copies of Internship Agreement templates that will be signed by student-interns for the internship AFA during the mid-year term. The templates may be supplied by the potential HTE, the department, or adopted from the OFA Diliman template (bit.ly/updofa-internship-agreement). The department, through the FIC, must have these agreements reviewed and approved by the department/institute in order to guarantee the protection of welfare and well-being of students throughout the internship period.

Note 2

1. The FIC must submit a list of prospective student-interns that will be deployed during the Mid-year term. The list may be compiled from a internship course demand survey conducted during the Second Semester.
2. The number of prospective student-interns will help assess the internship demand and the needed HTEs. The actual number and names of students who will enroll during the Mid-Year term may differ from this list.

Note 3

1. The FIC accomplishes the [OFA Diliman form for AFA Requests](http://bit.ly/UPD-AFARequest) (bit.ly/UPD-AFARequest) indicating the
 - a. total number of prospective students,
 - b. list of potential HTEs, and
 - c. links to valid MOAs for Type A internships. Links may be indicated in the Form for each HTE or in bulk using a link to a Google folder containing all MOAs.
2. The FIC prepares a letter addressed to the Department Chairman describing how the AFA meets the learning objectives of the course listed in the approved course syllabus and the sufficiency of valid HTEs to host prospective students. The FIC should also commit to only assign student-interns to HTEs listed in the [OFA Diliman form for AFA Requests](http://bit.ly/UPD-AFARequest).
3. The following should be attached as supporting documents to the letter:
 - a. Course syllabus, and
 - b. Department-approved Internship Agreement templates



Note 4

1. The head of the academic unit endorses the accomplished AFA request form after careful evaluation of the request and its supporting documents.
2. Endorsement of the head of the academic unit signifies that the request meets the following criteria:
 - a. The AFAs meet the learning objectives of the course listed in the approved course syllabus for all concerned courses; and,
 - b. Internship agreements (i.e., valid MOAs and Internship Agreement templates) are in order and guarantees the protection of welfare and well-being of student-interns throughout the internship period.
3. The head of the academic unit may designate this task to a department-level or institute-level AFA technical committee who shall be reviewing the request prior to his/her endorsement.
4. The head of the academic unit then submits to the Committee all requests for Internship AFAs that need endorsement from the Dean. Supporting documents should be attached or shared by providing access to a Google Drive repository prepared by the FIC or the head of the head of the academic unit. These should be sent via email with the following specifications:

TO:	mntanchuling@up.edu.ph
CC:	msberana@up.edu.ph eating@up.edu.ph louisdanao@up.edu.ph ldiaz@up.edu.ph dttungpalan@up.edu.ph lfpernia@up.edu.ph
RE:	Request for Endorsement of Preliminary Approval of Local Internship AFAs of (insert here NAME OF ACADEMIC UNIT)

Note 5

1. The Committee Secretariat shall review the completeness of the submitted documents and coordinate with the FIC for missing requirements.
2. When all submissions are in order and cleared by the Committee Secretariat a day before the regular meeting, which happens once a week as determined by the Committee, such shall be tabled as part of its agenda. For the 2nd semester of A.Y. 23-24, this is scheduled every Tuesday morning of the week.
3. The Committee selects the Coordinating Committee Member (CCM) who is tasked to ensure that the AFA request is processed in a timely manner and shall be responsible in coordinating with everyone involved for the approval of a specific AFA request.
4. The department chairman / institute director / course FIC may be invited by the COE AFA Technical Committee to the meeting as a resource person.
5. The following shall be submitted via an email to the Dean by the CCM as a way of endorsing the Local Internship AFA for Preliminary Approval:
 - a. AFA Request Form
 - b. Minutes of Meeting of the Committee where the specific AFA was part of the agenda
6. In the event when the Committee cannot favorably endorse the AFA request, the AFA Request Form, along with the MOM indicating the needed course of action shall be sent by the CCM to the department / institute / program head and the concerned instructor for appropriate action/s.



7. The department / institute / program can then resubmit to the Committee following the specifications indicated in Note 4 but indicating in the email subject that this is pertaining to an amended request as shown below:

RE:	AMENDED Request for Preliminary Approval of Local Internship AFAs
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Note 6

1. The Dean reviews and endorses the Request for Preliminary Approval by affixing her signature on the [OFA Diliman form for AFA Requests](#) with reference to the MOM of the Committee.
2. The same CCM shall be responsible in obtaining from the Dean the signed AFA request.

Note 7

1. The CCM then submits to the OFA Diliman via email to ofadiliman@up.edu.ph with the Committee members, secretariat, and the FIC cc'd in such email and the following supporting documents attached:
 - a. Filled-out [OFA Diliman form for AFA Requests](#)
 - b. Link to valid MOAs and Internship Agreements
2. The CCM obtains the Preliminary Approval of Local Internship for the prospective students and potential HTEs from the OFA Diliman and updates the concerned FICs.
3. Only AFAs approved by the OFA should be implemented by the FICs during the Mid-year term.

OFA Diliman pre-approves the request on the condition that the unit ensures that all the other documentary requirements (e.g. notarized Internship Contract, medical clearance, and insurance) are in order before any student intern is deployed to the HTE). This must be reflected in an undertaking that the unit must accomplish and submit to OFA Diliman along with the request for a preliminary AFA approval.

FINAL APPROVAL OF INTERNSHIP AFAs

Note 8

1. The FIC obtains the agreement of the students enrolled in the internship course/s by presenting course objectives, feedback mechanisms, evaluation criteria, and activities during the period of internship.
2. The students can express consent by accomplishing the OFA Form for [Student Participation Agreement](#) (<https://bit.ly/updofa-spa>). This shall be submitted to the FIC not later than ten working days before the schedule of implementation of the AFA.
3. The instructor should also advise the students to provide the following information or documents, as needed:
 - a. Medical condition, including comorbidities
 - b. Maintenance medication, if any
 - c. Medical clearance, if applicable
 - d. Eligibility of RA 10931, or medical insurance policy
4. For ease in collecting information and supporting documents described in no. 1, the instructor is encouraged to employ this Google Form (bit.ly/3GEpC0s) by duplicating it in your own Google Drive.



Note 9

1. When all participating students have accomplished the Google Form, the FIC prepares a letter addressed to the Department Chairman
2. The FIC accomplishes the UPD OFA Form for [OFA Diliman form for AFA Requests](https://bit.ly/UPD-AFARequest) (bit.ly/UPD-AFARequest).
3. The following should be attached as supporting documents to the letter:
 - a. Course syllabus,
 - b. Signed COE General Guidelines for AFAs; and,
 - c. Official CRS Class List.
5. The FIC updates the [OFA Diliman Form for AFA Request](https://bit.ly/UPD-AFARequest) (bit.ly/UPD-AFARequest) to indicate the names of student-interns and the HTEs that will host them. The FIC must ensure that students will be assigned to eligible HTEs included in the Preliminary Approval.

Note 10

1. The head of the academic unit endorses the accomplished AFA request form after careful evaluation of the request and its supporting documents.
2. The head of the academic unit may designate this task to a department-level or institute-level AFA technical committee who shall be reviewing the request prior to its endorsement.
3. The head of the academic unit then submits to the COE AFA Technical Committee all requests for Internship AFAs that needs endorsement from the Dean. Supporting documents should be attached or shared by providing access to a Google Drive repository prepared by the FIC or the head of the head of the academic unit. These should be sent via email with the following specifications:

TO:	mntanchuling@up.edu.ph
CC:	msberana@up.edu.ph eating@up.edu.ph louisdanao@up.edu.ph lldiaz@up.edu.ph dttungpalan@up.edu.ph lfpernia@up.edu.ph
RE:	Request for Final Approval of Local Internship AFAs of (insert here NAME OF ACADEMIC UNIT)

Note 11


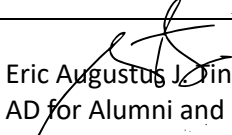
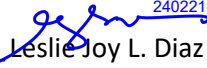
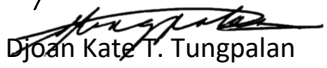


1. The Committee Secretariat shall review the completeness of the submitted documents and coordinate with the FIC for missing requirements.
2. When all submissions are in order and cleared by the Committee Secretariat a day before the regular meeting, which happens once a week as determined by the Committee, such shall be tabled as part of its agenda. For the 1st semester of A.Y. 23-24, this is scheduled every Tuesday morning of the week.
3. Further, the Committee Secretariat obtains from the UP Diliman Office of Scholarships and Grants (OSG) the list of students enrolled in the concerned courses who are eligible of RA 10931 to be able to confirm eligibility of the students to the GSIS insurance that is part of RA 10931. If the students are no longer eligible for RA 10931 Free Tuition Act, the FIC must ensure that the student has a valid insurance before they are allowed to participate in the internship.
4. The department chairman / institute director / course FIC may be invited by the COE AFA Technical Committee to the meeting as a resource person.



5. The minutes of the meeting (MOM) shall be prepared by the Committee Secretariat and approved by the COE AFA Technical Committee.
6. The following shall be submitted via an email to the Dean by CCM as a way of endorsing the on-campus AFA for approval:
 - a. Summary List of NSTP AFAs
 - b. MOM
7. In the event when the Committee cannot favorably endorse the Internship AFAs, the Summary List, along with the MOM indicating the needed course of action shall be sent by the selected member of the Committee to the FIC for appropriate action/s.
8. The FIC can then resubmit to the COE AFA Technical Committee following the specifications indicated in Note 4 but indicating in the email subject that this is pertaining to an amended request as shown below:

RE:	AMENDED Request for Final Approval of Local Internship AFAs of (insert here NAME OF ACADEMIC UNIT)
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9. The Dean reviews and endorses the AFA Request with reference to the MOM of the COE Technical Committee. The CCM shall be responsible in obtaining from the Dean the signed AFA request.

Prepared by: COE AFA Technical Committee	
 Merandito S. Beraña AD for Administration and Facilities	 Eric Augustus J. Tingatinga AD for Alumni and Institutional Linkages
 Leslie Joy L. Diaz AD for Academic Affairs	 Djoan Kate T. Tungpalan AD for Student Affairs
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Date:	