

CEAT IP Form No. 1
CONSENT OF PARENT/GUARDIAN

Original copy – College Secretary
Duplicate copy – Dept. Chairman
Triplicate copy – Parent/Guardian

University of the Philippines Los Baños
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
College, Laguna

I, _____, of legal age, residing at _____, and parent/guardian of _____, student in the Department of _____, College of Engineering and Agro-industrial Technology, U.P. Los Baños, College, Laguna, do hereby authorize him/her to undertake internship outside the UPLB Campus at _____ from _____ to _____. I understand that Mr./Ms. _____ will be guided by the University rules on student conduct as if he/she were inside the UPLB campus and also by pertinent rules and regulations of the farm, agency or community.

I hereby further agree to shoulder all personal and incidental expenses that may be incurred by _____ in connection with this off-campus internship required for successful completion of his/her study program.

IN WITNESS WHEREOF, I have hereunto signed this affidavit this _____ day of _____, at _____.

Affiant

WITNESSES:

Subscribed and sworn to before me this _____ day of _____ in the Municipality of _____ Province of _____, the affiant exhibited to me his/her Residence Certificate No. _____ issued at _____ on _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____

Until _____
TIN _____

CEAT IP Form No. 2
STUDENT'S PLEDGE

Original copy – College Secretary
Duplicate copy – Dept. Chairman
Triplicate copy – Student

University of the Philippines Los Baños
COLLEGE OF ENGINEERING AND AGRO-INDUSTRIAL TECHNOLOGY
College, Laguna

I, _____, a student in the
Department of _____, College of
Engineering and Agro-industrial Technology, U.P. Los Baños, College, Laguna, do hereby agree
and promise to abide by the rules on student conduct of the University while undergoing internship at
_____, as well as the pertinent rules and regulations of the
company/institution/agency.

I understand that while on this off-campus assignment, I shall be under the direct supervision
of the Supervisor or his/her representative or equivalent responsible government official/agency
officer, in the absence, of my faculty adviser.

Name and Signature of the Student

Signed in the presence of the IP Coordinator

Signature of Unit I Coordinator

CEAT IP Form No. 3
Performance Evaluation Form of the Immediate Supervisor

To the Supervisor,
Hereunder is the instrument for evaluating our students. Please answer the questions the way you would appraise their performance. You may also attach your own instrument(s) to support your assessment on the intern.

Student Information

Name of Intern: _____

Course: _____

Position/Line of Training: _____

Department/ Area of Assignment: _____

Duration of Work: _____

Hours spent as intern: _____

Job Description of Intern:

Company Information

Name of Evaluator: _____

Signature: _____

Position/Office: _____

Company: _____

Evaluation Instrument:

Rating Scale:

Grade	Description	Grade	Description
95-100	Excellent	70-79	Satisfactory
90-94	Very Good	60-69	Fair
80-89	Good	Below 60	Poor

CRITERIA	GRADE
Punctuality and Attendance	
Initiative	
Discipline	
Ability to work with minimum supervision	
Communication Skills	
Analytical Ability	
Accuracy	
Resourcefulness	
Positive relationship with supervisor and co-workers	

OVERALL GRADE: _____

**CEAT IP Form 4.
Internship Report Format**

The internship report should contain the following information:

	Percentage
<p>A. Systems Documentation</p> <ol style="list-style-type: none"> 1. Company Profile 2. General Processes (overview of system) 3. Detailed processes in the assigned area <ul style="list-style-type: none"> - The student could make use of Flow/operation process charts, flow diagram to describe the operations in the assigned area 4. Manpower Requirement 5. Machines and Equipment Used 6. Raw Materials Used and Finished Products <i>(include only the contents that are applicable to the company)</i> 	25%
<p>B. Application of Engineering tools and Techniques and related activities</p> <ul style="list-style-type: none"> • The student must document trainings and relevant events attended during the conduct of his/her Internship. • Relevant engineering tasks performed and projects delegated should also be included which must consist but not limited to the following: <ul style="list-style-type: none"> ➤ duration of tasks/project (use Gantt chart) ➤ data gathered/utilized and how these data were used to perform a particular task ➤ results of the project 	40%
<p>C. Potential Problems/Areas of Improvement</p> <ul style="list-style-type: none"> • The student should be able to identify potential areas of improvement and provide symptoms of problems or evidence of the existence of the problem. • Key Performance Indicators/metrics affected by the problem should also be included. 	20%
<p>D. Student's Reflection</p> <ul style="list-style-type: none"> • A reflection on the whole internship program is required together with the associated impact of the training on personal/professional growth. • It must include thoughts on how theory and practice are incorporated during the internship program. 	15%