



Student Internship Procedure for College of Education

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 Scheduled by the Dean/OIC of the College of Education**; attend the schedule of the orientation for your Cooperating School Assignment and Schedule of formal Endorsement;
- Step 4:** The assigned Leader of the group will prepare the Endorsement Letter for the respective Cooperating School, format is available at the official website of ICCT Colleges - www.icct.edu.ph under the INTERNSHIP MENU; and must be checked by the Career Training Officer of the College of Education;
- Step 5:** The Leader of the group will personally forward your Internship Application, IWAF and the Endorsement Letter to the Career Development Office; your documents must be compiled them in a long folder with the following sequence:
 - Letter of Application (Alphabetically Arranged)
 - Internship Waiver Agreement Form (IWAF)
 - Photocopy of School ID
 - Photocopy of Registration Form
- Step 6:** After the scheduled endorsement, return the IWAF completely signed by the Principal/Cooperating Teacher from the Cooperating School to officially acknowledge or register the start of your internship to the CDJP Office; attach a photocopy of your parent / guardian's valid identification card bearing his/her signature (ID must be from your parent or guardian who signed your IWAF);
- Step 7:** During the internship period, Student Teachers are required to attend Sunday Classes based on the schedules enrolled.
- Step 8:** Prepare your **Narrative Report** during the last period of your internship; secure two copies of the Narrative Report one (1) for the Cooperating School and one (1) for your class adviser.
- Step 9:** Submit the original copy of your Demo Teaching Grade and Student Teaching Grade to your respective Class Adviser.
- Step 10:** Provide a photocopy of your Student Teaching Grade and submit it together with your, **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.