LOCAL INTERNSHIP REQUIREMENTS

# Attendance

1. The student must complete a minimum of 300 hours with the placement.
2. She is subject to the attendance policies of the placement.
3. Although attendance will not be graded, it will affect the placement evaluation.
4. The student is not allowed to change placements once internship starts except for emergency and/or legal cases.

# Log attendance at placement report 5%

1. Miriam College will provide the student with a log attendance report sheet for her time-in and time-out to be signed by her immediate supervisor.
2. Any erasures and/or changes must be countersigned by the immediate supervisor or higher.
3. The report must be submitted promptly. Exact date of submission will be announced later.
4. Late submission will be accepted but no grade will be credited to the student.

# Consultations with Miriam coordinator

1. The Miriam College coordinator will visit the student at the placement for consultation.
2. Any concerns and/or complaints the student may have with her placement must be relayed to the Miriam coordinator as soon as possible.

# Journal 25%

**Single entries**

1. The student must submit a journal entry based on what transpired the week prior as well as responding to the weekly question to be submitted by the coordinator.
2. Format of each entry:
* Dates covered (June 18-June 25)
* Title
* 300-word report (feel free to be completely honest)
* Accompanying photo and caption (optional)
1. Each entry must be emailed to the Miriam College coordinator anytime before the day of the next shift starts. So if the next shift is on the 26th, the email date stamp should be anytime before the 26th. Since the student is expected to finish her internship within six weeks, there must six entries all in all.
2. Each entry will be graded with a pass (5) or fail (0) only. The student will be notified through email of her grade.
3. Failure to comply with the prescribed format will automatically result in a full notch deduction. For example: Original grade should have been a 5 but because of failure to follow any aspect of the prescribed format, the grade will automatically be a 4.
4. No late submissions however the entry must still be included in the bound journal.

**Bound journal**

1. The individual entries will later be submitted as a bound journal. Exact date will be announced later through email.
2. Format will be as follows:
* Clear cover
* Title page: Student’s name, logo and the name of the establishment, 1st Semester SY 2010-2011
* Ring-bound
1. The student will be graded with a pass (5) or fail (0) only.
2. Late submission of the bound journal will be accepted but no grade will be credited to the student.

# Self-evaluation report 25%

1. The student must submit a three-page self-evaluation essay to be included into the bound journal entries with the essay coming first before the journal entries.
2. . Exact date of submission will be announced later.
3. She may follow the recommended outline below or develop her own:
4. Job Function Performance – how you believe you have performed your duties and responsibilities with a justification for your self-evaluation
5. Accomplishments – what you learned and actually delivered
6. Areas for Improvement – what you need to learn more
7. Format will be as follows:
* Times New Roman 12
* Black ink only
* 1 ½ line and paragraph spacing
* 1” margin all over
* 8 ½” x 11” paper (clean scratch paper accepted)
1. Failure to comply with the prescribed format will automatically result in a full notch deduction. For example: Original grade should have been a 5 but because of failure to follow any aspect of the prescribed format, the grade will automatically be a 4.
2. The student will be graded with a pass (5) or fail (0) only. The student will be notified through email of her grade.
3. Late submission will be accepted but no grade will be credited to the student.

# Placement supervisor evaluation 25%

1. The student will be given an official form to present to her placement supervisor. It is her responsibility to retrieve the filled-up form and submit it in a sealed and signed envelope to the Miriam College Coordinator promptly.
2. Failure to meet the deadline will automatically result in a full notch deduction. For example: Original grade should have been a 5 but because of failure to submit on time for whatever reason except for emergency cases, the grade will automatically be a 4.
3. Exact date of submission will be announced later through email.

# Placement peer evaluation 20%

1. The student will be given an official form to present to her placement colleagues (not fellow interns or Miriam classmates). It is her responsibility to retrieve the filled-up form and submit the sealed and signed envelope to Miriam promptly.
2. Failure to meet the deadline will automatically result in a full notch deduction. For example: Original grade should have been a 5 but because of failure to submit on time for whatever reason except for emergency cases, the grade will automatically be a 4.
3. Exact date of submission will be announced later through email.