ON-THE-JOB TRAINING / PRACTICUM AGREEMENT

This agreement is for the purpose of establishing the common conditions of the student’s training.

The Company,

(Name of the company)

With office address at,

(Office/business address of the company)

Agrees to accommodate the Trainee(s),

(Name of the students)

A 4TH YEAR BS COMPUTER SCIENCE

(Year/Level and Course of Student)

student(s) of De La Salle Lipa, Inc., for the purpose of receiving training in various departments of the company related to,

COMPUTER SCIENCE

(Training Program needed)

The duration of the practicum program shall be equivalent, but not limited to

______ HOURS

(Required Training Hours)

That will begin on,

(First day of training)

The following terms and conditions shall govern this agreement:

1. De La Salle Lipa, Inc shall be responsible for conducting the preliminary screening of the Trainee who intend to engage in practicum in the Company as part of the school curriculum;
2. De La Salle Lipa, Inc shall provide the Trainee with the basic orientation on work values, behavior, and discipline to ensure smooth operation and cooperation with the Company;
3. De La Salle Lipa, Inc shall issue an official endorsement letter for the well being of the Trainee that shall be used by the Company for processing the application of the Trainee;
4. The Company shall provide the Trainee Practicum Supervisor who shall be responsible in evaluating his/her performance. Any concern shall be reported to De La Salle Lipa, Inc. Teacher-in-Charge;
5. The Company shall provide the Trainee orientation and training on the areas pertinent to his/her line of specialization, and;
   5.1 provide the Trainee with wide varieties of work assignments and exposures which are related to the current application of appropriate knowledge and skills;
6. De La Salle Lipa, Inc. Teacher-in-Charge shall be responsible for the following:
   6.1 Set a meeting with the Trainee to:
   6.1.1 receive feedbacks regarding the professional practicum experience;
   6.1.2 provide guidance on tasks and projects;
   6.1.3 discuss insights and observations obtained while at the practicum site;
   6.1.4 exchange information related to one’s professional discipline and interests;
6.1.5 express training concerns; and
6.1.6 share work related concerns connected to one’s integration of faith and work
6.2 Have communication with the Company; to confer with the assigned Practicum Supervisor regarding the performance of the Trainee, and this can be done through:
6.2.1 Regular phone checking, and
6.2.2 Personal workplace visit
7. The Company Practicum Supervisor shall:
7.1 evaluate the performance of the Trainee upon completion of the training, by accomplishing the following forms:
7.1.1 Performance Evaluation Form
7.2 provide the Trainee with a Certificate of Completion and Daily Time Record, upon completion of the required number of training hours
8. The Company shall accord adequate protection given to the Trainee in accordance with the Labor Code and other existing laws, rules and regulations;
9. The Company shall not be liable for any loss or injury sustained by the Trainee inside its premises provided the requisite amount of diligence is observed by the Office/Company;
10. There is no employer-employee relationship existing between the Company and the Trainee during the duration of the Practicum Program;
11. The Company is not obliged to employ any Trainee upon completion of the training but may also do so based on such reasonable terms and conditions that it may set;
12. The Trainee shall conform to all rules and regulations of the Company while on training;
13. The Trainee and also the Company shall not divulge any information that he/she/it may have access to, and as such information will only be used for academic purposes.
14. De La Salle Lipa, Inc shall voluntarily withdraw a Trainee who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the Company and impose necessary school sanctions to the said Trainee.

FOR THE COMPANY

(Signature over Printed Name / Designation) (Signature over Printed Name / Designation)
Company Representative Company Representative

PRACTICUM STUDENT(s)

(Signature over Printed Name) (Signature over Printed Name)

(Signature over Printed Name)

FOR DE LA SALLE LIPA, INC.

(Signature over Printed Name) (Signature over Printed Name)
Teacher-in-Charge Department Chair

(Signature over Printed Name)
College Dean