

**STUDENT INTERNSHIP REPORT**  
**REQUIREMENTS FOR SUBMISSION**

1. Student Registration Form
2. Latest Evaluation Sheet issued by the College Office
3. Internship Guidelines for CBAA Students issued by the Department Head
4. Statement of Co-Responsibility issued by the Department Head
5. Curriculum Vitae/Resume
6. Endorsement Letter issued by the Department Head
7. Health Certificate issued by a DOH-accredited clinic or hospital
8. Practicum Journal
9. Daily Attendance Record
10. Memorandum of Agreement between TFVC and company
11. Photocopy of the Final Examination Permit
12. Student Clearance
13. Company Profile Sheet issued by the company
14. Certification of Acceptance of Intern issued by the company
15. Certification of Completion of Work Hours issued by the company
16. Intern Evaluation Form issued by the company
17. Official Receipt of Insurance Paid and the Terms and Conditions of the Insurance
18. Proof of Attendance such as Daily Time Records (DTRs)
19. Samples of Work Done/Outputs such as message slip, sales call schedule, inventory sheet, program invitation, etc
20. Internship in Action Photo Essay
21. Student Internship Seminar Orientation Certificate
22. Acknowledgement
23. Certificates received from the company and Commendations, if any
24. Field Experience Report
25. Other documents, if any

**Parts of the Field Experience Report:**

*Description of the Organization*

- which includes organization's vision, mission, core values, physical description, organizational chart, product/service description, stakeholders, company history, company logo and its meaning, and all relevant information pertaining to the organization's operations.

*Job Description*

- which includes description of the intern's role in the organization and how the intern's work was supervised. In other words, the report should explain how the

intern provided services to the organization and what functions he or she performed during the internship period.

Evaluation

- which discusses the connection between the relevant accounting or management course work taken in the previous semesters and the internship experience. The report should explain how the internship has helped to prepare, or shape the future goals of the student for future employment or educational pursuits.

Personal Observations

- which include personal perspective on any skills and knowledge acquired during the execution of assigned tasks and areas for improvement, or any weaknesses identified in the implementation of the internship program

Suggestions

- which includes your suggestions on how to improve internship based on your own personal experiences.