

**Attachment 1 (IED)**

**Application Form to Conduct Company In-House Practice/Practicum**

1. Name of Student: \_\_\_\_\_
2. Specialization: \_\_\_\_\_
3. Major Adviser: \_\_\_\_\_
4. Number of Units Earned: \_\_\_\_\_

Satisfaction of Minimum Requirements:

Have you satisfied the following minimum requirements?

	Yes	No
1.0 Senior Standing	___	___
2.0 Approved Plan of Coursework	___	___

To establish preliminary arrangements made for the conduct of your plant operation, please fill up the form below:

1.0 Name of Company where the student plan to conduct plant in-house practice:  
\_\_\_\_\_

2.0 Location of the Project Site:  
\_\_\_\_\_

3.0 Type of Work to be Conducted (Please describe):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4.0 Name and Designation of Supervisor at the Project Site:  
\_\_\_\_\_

5.0 Expected Output of Plant Practice (Please enumerate):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_  
(Name and Signature of Adviser)

Noted: \_\_\_\_\_  
(College Secretary)

**Attachment 2**  
CEAT Form No. 1.1 (IED)  
Student Off Campus Work

Original copy -- College Secretary  
Duplicate copy -- Dept. Chairman  
Triplicate copy -- Host Company

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

MEMORANDUM OF UNDERSTANDING

For the purpose of enabling the students to put his/her technical knowledge of engineering into practice; acquire a working knowledge of the technical and human aspects of management of engineering projects/activities; learn new knowledge and techniques and gain experience from the company operation as well as contribute toward the latter's improvement, the UPLB College of Engineering and Agro-industrial Technology through its Department of \_\_\_\_\_, enters into this agreement, with \_\_\_\_\_ whereby:

1. One student under the major practice program shall be detailed on a part-time basis on the said company from \_\_\_\_\_ to \_\_\_\_\_.
2. The student shall be exposed to, and allowed to participate in all possible in-house operations undertaken within the period specified, such as \_\_\_\_\_.
3. The Plant Head/ Supervisor in return shall be open to any suggestions/recommendations of the student to improve the company operation.
4. The student will make a comprehensive report of his major practice experience and shall provide a copy to the company cooperator.
5. While on this off-campus work, the student promises to abide by the rules on student conduct of the University and all pertinent rules and regulations of the company concerned. In the direct absence of his faculty adviser, the student will be under the direct supervision of the Company Manager or company cooperator or agency officer, as the case maybe, or representative.

It is further understood that this agreement may be discontinued at any time by either of the two parties if in its judgment, the welfare of the party is best served thereby. Thirty days prior notice will be required for such discontinuance.

IN WITNESS WHERE OF, the respective parties have executed this instrument or caused it to be executed by their duly authorized representatives on the dates indicated opposite their respective signatures.

UPLB College of Engineering and Agro-industrial Technology:

\_\_\_\_\_  
Student    Date    Adviser    Date

\_\_\_\_\_  
Department Chairman    Date    Dean    Date

Company/Shop

\_\_\_\_\_  
Name, Signature and Designation    Date

**Attachment 3**  
CEAT Form No. 1.2 (IED)  
Student Off Campus Work

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

CONSENT OF PARENT/GUARDIAN

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 plant in-house practice outside the UPLB Campus at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. I understand that Mr/Ms. \_\_\_\_\_ will be guided by the University rules on student conduct as if she/he were inside the UPLB campus and also by pertinent rules and regulations of the company/shop.

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

IN WITNESS WHEREOF, I have hereunto signed this affidavit this \_\_\_ day of \_\_\_\_\_ 200\_\_\_, at \_\_\_\_\_.

WITNESSES:

Affiant

\_\_\_\_\_  
\_\_\_\_\_

-----  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_ in the Municipality of \_\_\_\_\_ Province of \_\_\_\_\_, the affiant exhibited to me his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 200\_\_\_.

\_\_\_\_\_  
Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Until \_\_\_\_\_  
Book No. \_\_\_\_\_  
TIN \_\_\_\_\_

**Attachment 4**  
CEAT Form No. 1.3 (IED)  
Student Off Campus Work

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

STUDENT'S PLEDGE

I, \_\_\_\_\_, a  
student in the Department of \_\_\_\_\_  
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  
Plant in-house/firm/shop practice at \_\_\_\_\_, as well as the pertinent  
rules and regulations of the company/ firm/shop.

I understand that while on this off-campus assignment, I shall be under the direct supervision  
of the Plant Head/Supervisor or his/her representative of said company in the absence of my faculty  
adviser.

\_\_\_\_\_  
Name and Signature of the Student

Signed in the presence of the Major Adviser

\_\_\_\_\_  
Signature of Adviser

**Attachment 5.** Schedule of Presentation **(IED)**

NAME OF STUDENT: \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

TYPE OF PRESENTATION: (Outline or Final) \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place: \_\_\_\_\_

Panel Members

	<b>NAME</b>	<b>SIGNATURE</b>
THESIS/PRACTICUM ADVISER		
HOST COMPANY REPRESENTATIVE		
PANEL MEMBER		
PANEL MEMBER		
PANEL MEMBER		



4. Demonstrated a knowledge of work done.
- a) Identified the different phases of the work.
  - b) Did work that is neat and accurate regardless of its quantity.
  - c) Demonstrated the ability to grasp instructions speedily, accept criticisms gracefully, and show enthusiasm towards learning.
5. Demonstrated promptness and active attendance.
- a) Did assigned tasks and handing them in on time.
  - b) Contributed, developed and implemented new ideas and/or methods.
6. Demonstrated skills in interpersonal relations.
- a) Showed tact and concern in dealing with supervisors and peers.
  - b) Practical courtesy and professional ethics.
7. Demonstrated overall performance proficiency.
- a) Showed sound judgment and common sense on the job.
  - b) Showed the ability to learn new duties - quick in absorbing and retaining knowledge as well as learning, and adjusting to changes.
  - c) Demonstrated communication skills such as the ability to express oneself in both written and oral work as well as the ability to listen and emphasize.
  - d) Showed dependability through the ability to deal with emergency situations, the ability to keep confidential matters, and stay disciplined in the implementation of duties as called for on the job.

Additional Comments:

Overall Grade of Student: (1-100) \_\_\_\_\_