



TERMS OF REFERENCE FOR DEVC 198 (INTERNSHIP)

I. OBJECTIVES

The development communication internship program aims to:

- A. bridge theory and practice by providing students the opportunity to acquire practical knowledge, skills, and proper work ethic from a reputable development-oriented institution;
- B. enhance students' work competencies and discipline as they relate to people in
- C. the workplace;
- D. provide opportunities for students to learn from and network with experienced professionals; and
- E. help students identify their future career directions.

II. REQUIREMENTS FOR PARTIES INVOLVED

A. INTERNSHIP ORGANIZATION

1. Should be engaged in development-oriented programs, communication, and other related work;
2. May be government, private, non-government, or international development institution; and
3. Should be able to provide interns with actual work environments and situations in the development communication profession.

B. COLLEGE OF DEVELOPMENT COMMUNICATION (CDC)

Assign an Internship Coordinator and DEVC 198 Faculty-in-Charge (FIC) who are full-time teaching staff and have professional experience in the field of development communication.

C. INTERNS

The students must have satisfied all prerequisite courses and submitted all the document requirements for the internship.

III. RESPONSIBILITIES OF PARTIES

The following shall be the responsibilities of the Parties:

A. INTERNSHIP ORGANIZATION/HOST TRAINING ESTABLISHMENT (HTE)

1. Abide by the Terms of Reference on internship jointly formulated with CDC;
2. Designate an Internship Supervisor;
3. Develop an internship program for the interns based on areas of exposure and specific tasks;
4. Provide a conducive work environment that will maximize the interns' learning experience and ensure protection of their rights;
5. Conduct an orientation for the intern on organization's policies and on-the-job training procedures; and
6. Conduct performance evaluation of interns and submit this on time to the DEVC 198 FIC.



B. COLLEGE OF DEVELOPMENT COMMUNICATION

1. Formulate policies and guidelines for internship, including selection, placement, and monitoring and evaluation of interns;
2. Jointly formulate, with the INTERNSHIP ORGANIZATION, Terms of Reference for the internship program;
3. The Internship Coordinator, with the CDC Internship Committee and the DEVC 198 FICs, should:
 - a. Discuss with internship institutions their capability and willingness to implement internship programs;
 - b. Field interns to institutions;
 - c. Conduct orientation-seminar on internship policies and interns' rights;
 - d. Regularly update existing list of organizations where students can take internship program;
 - e. Prepare administrative documents needed (letters, guidelines, evaluation instruments) for internship organizations;
 - f. Make arrangements with internship organization regarding: identification of internship supervisor; areas of focus for the internship; provisions of the internship contract/terms of reference; evaluation of interns' performance; and deadline for submission of evaluation;
 - g. Monitor interns' performance through accomplishment reports, copy of internship outputs, and frequent communication with internship supervisor as well as interns;
 - h. Give a copy of performance evaluation to interns;
 - i. Set up feedback system to find out interns' post-internship experiences and recommendations for improvement of internship program; and
 - j. Issue final grade of students.
4. Interns should:
 - a. Sign and comply with provisions of the internship contract/terms of reference;
 - b. Attend orientation-seminar/briefing given by CDC Internship Committee and internship organization;
 - c. Serve at least 200 hours in the internship program or its equivalent in outputs as agreed upon by all internship parties;
 - d. Submit to the DEVC 198 FIC the following:
 - weekly accomplishment reports,
 - photo documentation of internship experience,
 - copy of outputs, and
 - final reflection paper on internship experience;
 - e. Submit final output to the DEVC 198 FIC carbon copied to the CDC Internship Committee (internship@devcom.edu.ph).
 - f. Submit to the internship agency supervisor additional and/or copies of internship documents requested for the internship agency to process their internship. *Note: These documents may include, but are not limited to, the medical insurance for all internship modes and an additional insurance with COVID-19 coverage for interns who will render services for blended (in-person/on-site AND online) internship. This clause also applies to document requirements requested by the internship agencies should they opt to provide compensation (monetary or in kind) for the interns.*
 - g. For online/virtual components of the internship program, ensure that s/he has adequate work space and resources to perform the internship tasks (Attachment A).



IV. INTELLECTUAL PROPERTY RIGHTS

All reports, knowledge products and other outputs generated under this understanding shall be owned by _____. The parties and their contributions shall be duly acknowledged in such publications, products, and other outputs.

Signed:

<NAME OF INSTITUTION>

COLLEGE OF DEVELOPMENT COMMUNICATION

<INSERT NAME OF INTERN 1>

<INSERT NAME OF INTERN 2>

<INSERT NAME OF INTERN ...N>

<INSERT NAME OF FIC>

Midyear 2025 Faculty-in-Charge (DEVC 198 **<Section>**)

**<NAME OF INSTITUTION
INTERNSHIP SUPERVISOR>**
<Designation>

RICARDA B. VILLAR
CDC Internship Coordinator

EDMUND G. CENTENO, PhD, FHEA
Dean, CDC



TERMS OF REFERENCE FOR THE INTERN
Attachment A

TITLE	Intern/ On-the-Job Trainee
DEPARTMENT/UNIT	
DUTY STATION (ADDRESS)	
DURATION June 16-July 28, 2025	
ACCOUNTABILITY (REPORTS TO:)	
FUNCTION (MAIN DUTY/IES)	
SCOPE OF WORK (SPECIFIC TASKS, PLEASE ENUMERATE)	



INTERNSHIP TIMETABLE
Attachment B

Tasks	Month: _____				Month: _____				Month: _____				Month: _____			
	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

*(Please shade the week that you expect the output/task to be accomplished)