

REMINDERS TO THE INTERNS

In the Place of Affiliation:

1. Report on time to your place of affiliation.
2. Give more attention to your assigned task rather than frequent talking to your mobile callers.
3. Accept any task given to you by the office supervisor and consider it as a challenge.
4. Maintain proper discipline and professionalism in your behavior and language.
5. Do not hesitate to seek advise and clarification on any matter not clear to you in before carrying out the task assigned to you.
6. Always look pleasing and grooming in yourself.
7. Show dedication to the organization and create good impression to your office supervisor.
8. Work as a Team Member.
9. Be a good listener and polite speaker in expressing your views
10. Be resourceful, proactive instead of reactive or being told what to do.
11. Try to learn and understand the systems and procedures of the company.
12. Do not criticize the organization or the people running the organization. Any suggestion can be presented or conveyed in a simple and humble way.

In preparing your Affiliation/Research Report

1. Follow carefully the guidelines, format in preparing your report.
2. Always seek the assistance of your faculty supervisor in preparing/writing your report.
3. Seek the help of the faculty supervisor if you have problems in your place of affiliation.
4. In making conclusions, make sure that these are answers to the questions or objectives of the study for research.
5. Footnotes/citations/References/Bibliography must be according to the standard format. Seek help from your faculty supervisor.
6. Topics/Problems of the Research must be original or it can be the same problem already research on but it must be in different location, time, respondents and coverage. Seek the help again of your faculty supervisor to avoid duplication and plagiarism.
7. Recommendations must be based on the findings and areas or situations need to be improved or sustained. Do not recommend actions which are not covered by your study.

Prepared by:

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