infosoft

Ms Land Complex Bldg. 2, KM. 3 McArthur Highway, Matina Crossing, Talomo District, Davao City

TERMS OF REFERENCE
INTERNSHIP

BACKGROUND

This internship program is designed to provide students or recent graduates with practical work experience in the Information Technology industry, specifically in web development, computer services, and networking. The organization, InfoSoft, aims to contribute to the professional development of young individuals while gaining fresh perspectives and innovative ideas from emerging talent.

OBJECTIVES OF THE INTERNSHIP

The goal of the internship program.

- To provide the intern with hands-on experience in web development, including front-end and back-end programming, responsive design, and user interface optimization.
- To contribute to ongoing projects and initiatives in the web development and IT support departments, such as building and maintaining websites, debugging code, implementing new features, assembling hardware, and configuring networks.
- To enhance the intern's professional skills and understanding of the Information Technology industry, particularly in web development trends, tools, and best practices.

SCOPE OF WORK

The outputs expected from the intern during and at the end of the program.

- Assist in developing, testing, and maintaining websites by writing clean, efficient code and debugging issues.
- Support the web development team in creating user-friendly designs, optimizing site performance, and ensuring mobile responsiveness.
- Aid in deploying websites to live environments, including setting up hosting, managing domains, and ensuring smooth launches.
- Assist the IT department in assembling, configuring, and troubleshooting computer hardware and peripherals.
- Help with network setup and maintenance, including diagnosing connectivity issues and implementing solutions.

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DURATION AND WORK SCHEDULE

The internship program must be completed in accordance with the internship duration required by the student's university or academic institution. The work schedule is Monday to Friday, with specific daily hours tracked using a time-tracking system installed on the intern's computer or laptop. This system ensures accurate monitoring of work hours and helps both the intern and the organization maintain accountability while meeting the required minimum hours.

QUALIFICATION AND REQUIREMENTS

- Currently enrolled in or recently graduated from a program in Information Technology, Computer Science, or a related field.
- Familiarity with web development tools and technologies such as HTML, CSS, JavaScript, and frameworks (e.g., Laravel and Vue) is preferred.
- Basic understanding of computer hardware, networking, and troubleshooting.
- Must have their own laptop or computer to use during the internship.
- The intern's school must have a Memorandum of Agreement (MOA) with the organization to facilitate the internship.

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INTERNSHIP CODE OF CONDUCT & DEMERIT POLICY

Purpose

This policy outlines the standards of behavior, attendance, and performance expected from all interns. It is designed to ensure discipline, accountability, and a professional work environment.

1. **Work Schedule**
   Interns must render a minimum 8 hours of work per day (excluding breaks) and strictly follow their assigned schedule.
2. **Leave of Absence (LOA)**
   - All absences must be formally requested and approved in advance, except in emergencies.
   - Sick leave requires a valid medical certificate.
   - Maximum allowable absences: 3 days for the entire internship period.
3. **Excessive Absences**
   - More than 3 absences will result in automatic termination of the internship.
4. **Unapproved Absences**
   - Any absence without prior approval will result in 1 demerit point.
5. **Courtesy & Respect**
   Interns must maintain professional, respectful, and courteous behavior toward supervisors, developers, and colleagues at all times.
6. **Communication (Critical Requirement)**
   - Communication is essential and non-negotiable.
   - Interns must respond to messages from supervisors or developers via platforms such as Discord or Facebook Messenger within 15–30 minutes during working hours.
   - Failure to respond within this timeframe may result in 1 demerit point, at the discretion of the immediate project lead.
7. **Accountability & Task Ownership**
   Interns are expected to take ownership of tasks, meet deadlines, and accept feedback professionally. Uncooperative or argumentative behavior will not be tolerated.
8. **Cleanliness & Organization**
   Workspaces must be kept clean, organized, and clutter-free at all times.
9. **Productivity & Use of Time**
   Interns must remain productive during working hours. Excessive personal activities (e.g., social media, non-work browsing) are prohibited.
10. **Time Tracking & Integrity (Strict Policy)**
    - All working hours must be accurately tracked using Hubstaff.
    - Any falsification, manipulation, or cheating of hours (e.g., fake activity, logging unworked hours) will result in immediate termination of the internship.
11. **Use of Mobile Phones**
    The use of mobile phones during work hours is strictly prohibited except during designated breaks or in cases of emergency. A phone deposit box is provided where interns are required to place their mobile phones before starting work. If the phone

deposit box cannot be located, interns must immediately approach their Supervisor or the Sales Department for assistance.

12. **Confidentiality**
    Interns must maintain strict confidentiality regarding company data, client information, passwords, systems, documents, source code, and internal company processes at all times. Sharing, disclosing, copying, or distributing confidential information without authorization is strictly prohibited.
13. **Sleeping During Duty Hours**
    Sleeping during working hours is strictly prohibited and will result in immediate termination of the internship.
14. **Time Tracking & Integrity (Strict Policy)**
    All working hours must be accurately tracked using Hubstaff. Any falsification, manipulation, or cheating of hours—including fake activity, logging unworked hours, bypassing monitoring systems, or any dishonest time-tracking practice—will result in immediate termination of the internship.
15. **Internship Completion & Graduation Requirement**
    Interns are required to complete the total required internship hours within the designated internship period or agreed end date. It is the responsibility of the intern to properly manage attendance, punctuality, and performance to ensure completion of all required hours.

Demerit System

- Any violation of the policies stated above shall incur one (1) demerit point, unless otherwise specified.
- 1st Demerit → Warning
- 2nd Demerit → Final Warning
- 3rd Demerit → Immediate Termination of Internship

Internship Completion & Graduation Requirement

Interns are required to complete the total required number of internship hours within the designated internship period or end date as stated by the company. It is the responsibility of the intern to properly manage their attendance and performance to ensure full completion of these required hours.

Furthermore, interns are expected to participate in all required end-of-internship activities, including but not limited to the graduation ceremony, final presentation, or evaluation, as scheduled by the company.

Failure to complete the required hours and/or failure to attend the graduation ceremony or final evaluation without valid and approved justification may result in the intern being marked as having failed to complete the internship program, which may affect certification, endorsement, or completion acknowledgment from the company.

Acknowledgment & Agreement

I, hereby confirm that I have read, understood, and agree to comply with the **Internship Code of Conduct & Demerit Policy**.

I acknowledge that:

- The demerit system is implemented to maintain discipline, accountability, and professionalism.
- Any violation of the policies may result in corresponding penalties, including demerit points or termination of my internship.
- I am responsible for my actions, attendance, communication, and overall performance during the internship.

I further affirm that I will respect and adhere to all the rules outlined in this policy and understand the consequences of non-compliance.

> **Failure to comply with this policy may result in immediate disciplinary action, up to and including termination of the internship, without further notice.**

Intern Name:	
School/University:	
Total Hours:	
Start Date:	
End Date:	
Signature:	
Project Lead/Supervisor:	
Signature:	