


VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 7.3
	DOCUMENT NAME SCIENCE IMMERSION PROGRAM	REVISION NO. 0
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1.0 OBJECTIVES

- 1.1 To provide opportunities for scholars to interact with individuals involved in Science and Technology (S&T), increases their awareness and knowledge of issues in S&T, and familiarizes them with the programs and strategies implemented by S&T institutions.
- 1.2 To ensure the successful implementation of the Science Immersion Program (SIP).
- 1.3 To establish linkages with S&T institutions.
- 1.4 To monitor the students' performance during the conduct of SIP.

2.0 SCOPE


This procedure applies to the conduct of the Science Immersion Program (SIP) in the campuses.

3.0 POLICIES

- 3.1 The Science Immersion Program (SIP) is a required, non-graded course. It can be taken before the start of the academic year for incoming Grades 10 to 12 students. They may take the immersion during the summer of Grade 10 or summer of Grade 11.
- 3.2 The SIP is a two- or three-week immersion program with a minimum of 80 hours official immersion time in a participating science or research institution. Ideally, student-interns will be assigned to the institution based on their interests and chosen specialization for Grades 11 and 12.
- 3.3 A Science Immersion Coordinator shall be assigned to coordinate and monitor SIP implementation.
- 3.4 Through the SIP, student-interns are expected to:



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- 3.4.1 learn science, engineering, and research laboratory skills and concepts;
- 3.4.2 foster interactions with researchers, scientists, and technical personnel as they participate in research projects;
- 3.4.3 be exposed to basic science or engineering principles applied in the operation of the facility;
- 3.4.4 identify possible research problems to be pursued as projects in the future; and
- 3.4.5 establish linkages with institutions especially for future collaborations.

3.5 Qualifications and Pre-SIP Requirements for Student-Interns

3.5.1 An incoming Grade 10 to Grade 12 student is qualified to undergo SIP wherein the student has the option when to take the course (i.e., during breaks preceding the start of Grade 10 to Grade 12 academic years).


3.5.2 Before the commencement of SIP, student-interns are required to submit the following documents:

- 3.5.2.1 Accomplished Parent Consent, signifying that the parents/guardians permit their child to participate in the program;
- 3.5.2.2 Student's SIP Personal Data Sheet (PDS);
- 3.5.2.3 Non-Disclosure Agreement (if needed, wherein the Science Immersion Coordinator shall be included as a signatory);
- 3.5.2.4 Medical Clearance (if required by the host agency); and
- 3.5.2.5 Other documents required by the SIP host agency.

3.5.3 In addition, students who plan to have their SIP abroad shall:

- 3.5.3.1 Secure valid passport (for at least 6 months) and travel requirements;
- 3.5.3.2 Help in identifying potential collaborating institutions;
- 3.5.3.3 Submit additional documents that may be required.



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3.6 Key Individuals/Offices and Their Major Roles

3.6.1 Student-Interns


- 3.6.1.1 Identify and communicate to Science Immersion Coordinator their research interests and desired host agency;
- 3.6.1.2 Accomplish necessary documents and prepare additional requirements;
- 3.6.1.3 Attend orientation program (campus-based and host agency-based);
- 3.6.1.4 Report to designated host agency and perform tasks assigned by the Immersion Trainee Supervisor (ITS);
- 3.6.1.5 Submit outputs as may be required by the Science Immersion Coordinator and/or ITS; and
- 3.6.1.6 Abide by the PSHS System Code of Conduct at all times during the immersion period.

3.6.2 Parents/Legal Guardians

- 3.6.2.1 Attend SIP orientation for parents/ legal guardians;
- 3.6.2.2 Assist their child in accomplishing necessary documents including the Parent Consent Form (with a liability clause for payment and replacement of damaged materials due to the intern's negligence/inadvertence);
- 3.6.2.3 Make provision for the following:
 - 3.6.2.3.1 personal expenses of the interns including but not limited to food, transportation, field trip expenses, and materials that may be required by the host institution;
 - 3.6.2.3.2 lodging arrangement especially if the student will have the immersion in another location far from his/her residence;
- 3.6.2.4 Be primarily in-charged of ensuring the well-being and safety of their child. It is highly encouraged that parents/legal guardians coordinate with the concerned teachers for updates on the immersion.



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3.6.3 Science Immersion Coordinator

- 3.6.3.1 Conduct SIP orientation to student-interns and parents/legal guardians;
- 3.6.3.2 Guide student-interns in choosing host institutions in line with their interests;
- 3.6.3.3 Identify and coordinate with institutions that are willing to accept student-interns, within or outside their regions;
 - 3.6.3.3.1 The coverage of RPAD-OED's coordination with host agencies is limited only to DOST-affiliated agencies in NCR, UP Diliman, UP Manila where RPAD-OED has existing Memorandum of Agreement. Science Immersion Coordinator with new forged linkages in any institute of the above should inform RPAD-OED.
 - 3.6.3.3.2 For other institutions: Science Immersion Coordinator will communicate directly to the host agency with regards to immersion matters.
- 3.6.3.4 Prepare the list of students assigned for local (within the region) or NCR-based (i.e., RPAD-OED coordinated or not) immersion;
- 3.6.3.5 Check and collect required documents from student-interns prior to start of immersion;
- 3.6.3.6 Coordinate with RPAD-OED for necessary preparations (includes Travel Order and Special Order) prior to immersion, and for other relevant concerns during or after immersion period;
- 3.6.3.7 Coordinate with the host agency on matters pertaining to the immersion;
- 3.6.3.8 Consolidate feedback reports from both the interns and host agencies and submit a prescribed summary report to the Campus Director copy furnished the RPAD-OED (for documentation purposes and as basis for future decision/policy making);
- 3.6.3.9 Closely coordinate with the teacher-chaperones, agency supervisors, and parents; and
- 3.6.3.10 Liquidate expenses incurred in line with SIP activities.



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3.6.4 Teacher-Chaperones


- 3.6.4.1 Monitor the attendance and behavior of student-interns in their host institutions during the immersion period;
- 3.6.4.2 Extend necessary assistance (e.g., checking and following-up on documents required by host agency, etc.) to student-interns during the immersion period;
- 3.6.4.3 Report incidences that may occur within the duration of the immersion period to the Science Immersion Coordinator or the RPAD-OED as applicable;
- 3.6.4.4 Coordinate with Science Immersion Coordinator, host agency, and parents for relevant concerns during the immersion period;
- 3.6.4.5 Attend Opening, Closing, and other SIP-related activities of the immersion program as may be requested;
- 3.6.4.6 Accomplish and submit Student's Feedback reports to Science Immersion Coordinator; and
- 3.6.4.7 Liquidate expenses incurred in line with SIP activities.

3.6.5 Research, Policy, and Academics Division – Office of the Executive Director (RPAD-OED) Personnel

- 3.6.5.1 Identify and update collaborating agencies that are willing to accept student-interns;
- 3.6.5.2 Coordinate with host agency (Limited only to DOST-affiliated agencies in NCR, UP Diliman, UP Manila) and SIP CC with regards to the following:
 - 3.6.5.2.1 assignment of student-interns to identified agencies;
 - 3.6.5.2.2 necessary preparations prior to the immersion period;
 - 3.6.5.2.3 schedule of immersion period; and
 - 3.6.5.2.4 other concerns that may arise.
- 3.6.5.3 Assign student-interns to host agencies based on research interests and availability of slots; and
- 3.6.5.4 Prepare necessary documents in relation to SIP, such as:
 - 3.6.5.4.1 Memorandum of Understanding (if needed)
 - 3.6.5.4.2 Endorsement Letters
 - 3.6.5.4.3 Travel and Special Orders



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3.6.5.4.4 Evaluation report for select host agencies

3.6.5.4.5 Accomplishment Report

3.6.6 Host Agencies

3.6.6.1 Communicate with Science Immersion Coordinator or RPAD-OED of their willingness to accept student-interns;

3.6.6.2 Coordinate with Science Immersion Coordinator or RPAD-OED the details of the immersion program, such as:

3.6.6.2.1 Number of students to be accepted;

3.6.6.2.2 Work program schedule and details; and

3.6.6.2.3 Necessary preparations and forms needed before and after the immersion period.

3.6.6.3 Assign an Immersion Trainee Supervisor (ITS) who will:

3.6.6.3.1 Conduct orientation outlining the activities and the expectations prior to the actual immersion;

3.6.6.3.2 Ensure the proper implementation of the immersion (by carrying-out activities that are appropriate to the goals of the SIP);

3.6.6.3.3 Countersign and authenticate the Daily Time Record of the student-interns;

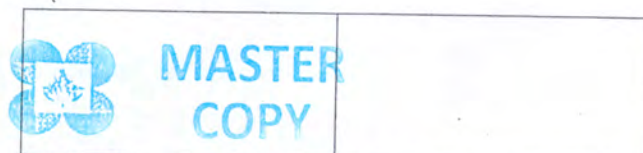
3.6.6.3.4 Coordinate with TC on important and urgent concerns during the immersion period;


3.6.6.3.5 Fill-up a student-intern evaluation form provided by RPAD-OED (may be subject for modification by the campus); and

3.6.6.3.6 Issue a Certificate of Completion/Training to the student-interns after the immersion period.

3.7 Liabilities

3.7.1 The PSHS campus will provide a Php1,000.00 stipend to each student-intern upon completion of the immersion if the host agency will not provide any remuneration/allowance. Starting 2017, SIP stipend will be equivalent to one month stipend and living allowance of the student-intern based on scholarship category.

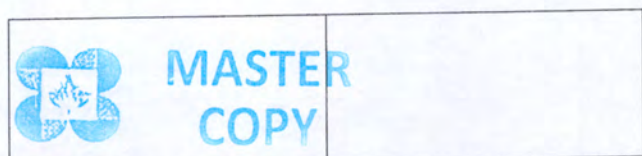



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- 3.7.2 The PSHS System and the host agency shall not be liable for any loss of the student-interns' personal property while inside the premises of the host agency.
- 3.7.3 The PSHS System and the host agency shall not be liable for any accident or bodily injury that may occur to the student-interns, given that all necessary precautions were made.
- 3.7.4 The PSHS campus is responsible in ensuring that participating student-interns will replace or cause the repair of any damaged property or material resulting from negligence or inadvertence during the immersion period.
- 3.7.5 The PSHS System and the student-interns shall not use for their own benefit, any data, information, or idea obtained during the SIP without the expressed written consent of the host agency. Should the host agency allow the use of these, the student-interns shall expressly acknowledge the host agency as owner or source of the work, research idea, or project. Under the same principle, PSHS students should also be recognized by the host agency for their substantial contributions in a particular study/project.
- 3.7.6 The PSHS System OED shall cover the required agency fees (e.g., payment of laboratory sundries, laboratory supplies like markers, seminar materials, printing, drives; event supplies, event programs, certificates, student take-aways and facility surcharges) as may be required, but limited only to the RPAD-OED coordinated agencies. Should the student fails to complete the number of hours of immersion program, he/she will reimburse the said amount unless the student submits a medical certificate due to prolonged illness or official school related activities (e.g. competition and/or other conferences attended).

3.8 Course Requirements

- 3.8.1 To fulfil the SIP requirement, the student-intern should:



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- 3.8.1.1 Complete at **least 80 hours** of immersion as supported by Daily Time Record;
- 3.8.1.2 Submit to the Science Immersion Coordinator an accomplished **Student's Feedback Form** as required by the agency; and
- 3.8.1.3 Accomplish and submit to Science Immersion Coordinator a **Portfolio** (which includes Daily Time Record, Certificate of Completion from the host institution, Student Performance Evaluation from the host institution, and Journal/Narrative report of activities, as required).

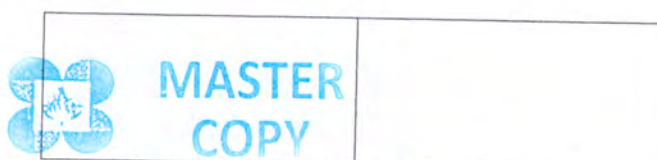
3.8.2 Nature of the SIP Program that can be credited is not only restricted to actual "hands-on" laboratory protocols (e.g., equipment manipulation, etc.) but it could also be worthwhile scientific experiences (e.g., participation in field data gathering).


3.8.3 Alternative SIP activities organized by the campus should follow certain criteria or standards for accreditation as SIP (e.g., in-house training with technical experts or professionals, science camps, etc.)

3.9 Faculty Loading, Service Credits, and Benefits

3.9.1 The Science Immersion Coordinators shall be given a corresponding load of 3 units for every 90 students for facilitation of the program. On the other hand, the Teacher-chaperone shall be granted service credits or honorarium whichever is applicable, for monitoring activities undertaken during the immersion period subject to accounting rules and regulations, and as described by a supporting Special Order for this purpose.

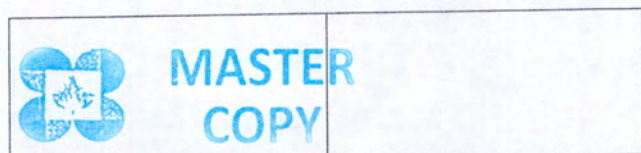
3.9.2 Should the Teacher Chaperone be unavailable, the Science Immersion Coordinator shall be given the benefits and travel expenses but no service credit for monitoring activities undertaken during the immersion period subject to standard accounting rules and regulations, as described by a supporting Special Order for this purpose.




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3.10 International Component

- 3.10.1 Implementation of SIP will be enforced by a Memorandum of Understanding/Agreement (MOU/MOA) between the host agency and the concerned PSHS Campus.
- 3.10.2 Student-interns will shoulder their travel expenses, if not provided for by the host agency.
- 3.10.3 When needed, Science Immersion Coordinator or Teacher-Chaperone may visit the interns abroad. Travel expenses, food, and accommodation of teachers will be shouldered by their respective campuses.
- 3.10.4 Students who wish to have their immersion abroad should signify their intention to their respective campuses 6 months ahead of time. They should also identify, through their Science Immersion Coordinator/Teacher-Chaperone, the host agency they wish to have their immersion with.

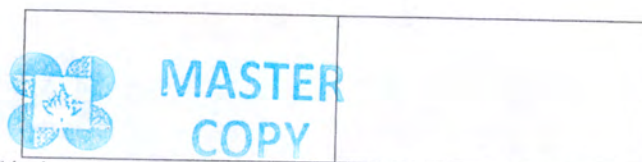



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4.0 PROCEDURES

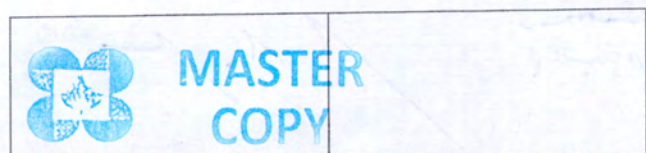
4.1 Conduct of Fund-Raising and Solicitation Activities


Responsibility	Activity
RPAD-OED/ Science Immersion Coordinator	<ol style="list-style-type: none"> 1. Sends invitation letter to possible collaborating agencies together with the SIP Host Agency Reply Form. 2. If accepted, receives SIP Host Agency Reply Form from the host agency. 3. Identifies the following: <ul style="list-style-type: none"> • Number of students • What the students will do • Immersion dates • Additional requirements
Science Immersion Coordinator	<ol style="list-style-type: none"> 4. Receives information on the SIP if RPAD-OED coordinated. 5. Conducts General Orientation. 6. Generates listing of students with their choice of agency. 7. Asks the students to accomplish the SIP Personal Data Sheet, Parent Consent, Non-Disclosure Agreement, and other required documents. 8. Submits all accomplished forms and List of Students to RPAD-OED.



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<u>Responsibility</u>	<u>Activity</u>
RPAD-OED (if RPAD coordinated)	<p>9. Conducts meeting with Science Immersion Coordinators to discuss the following:</p> <ul style="list-style-type: none"> • Available slots • Host agency additional requirements • Dates of immersion • Important details regarding SIP
RPAD-OED/ Science Immersion Coordinator	<p>10. Finalizes the assigned agency for the scholars and prepares Letter of Endorsement to collaborating agencies.</p> <p>11. Prepares the following:</p> <ul style="list-style-type: none"> • Special Order • Travel Order
Teacher-Chaperone	<p>12. Monitors students during the immersion duration, attends opening and closing program, liquidates expenses incurred in line with SIP activities.</p> <p>13. Finalizes the assigned agency for the scholars and prepares Letter of Endorsement to collaborating agencies.</p>
Science Immersion Coordinator	<p>14. Receives the following from the students after attending at least 80 hours of immersion:</p> <ul style="list-style-type: none"> • Daily Time Record • Certificate of Completion • Evaluation Report <p>15. Consolidates feedback reports from both interns and host agencies and submits the report to RPAD-OED.</p>



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<u>Responsibility</u>	<u>Activity</u>
RPAD-OED	16. Consolidates reports from the host agencies and student-interns.
	17. Analyzes and interprets data and reports to Campus Director/Execom for actions, as required.

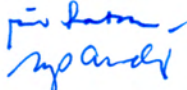
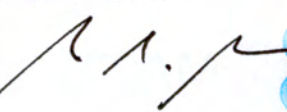
5.0 LIST OF FORMS AND REPORTS

5.1 Forms

- 5.1.1 Parent Consent Form
- 5.1.2 SIP Personal Data Sheet
- 5.1.3 Non-Disclosure Agreement
- 5.1.4 Student Feedback Form
- 5.1.5 SIP Host Agency Reply Form

5.2 Reports

- 5.2.1 Student Portfolio
- 5.2.2 Evaluation Report
- 5.2.3 Accomplishment Report
- 5.2.4 Special Order
- 5.2.5 Travel Order

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