



# PHILIPPINE INSTITUTE OF CIVIL ENGINEERS, INC.

## GUIDELINES

PICE **Expanded** Virtual Internship of Students via Mentoring or Apprenticeship (VISMA) Program

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1. The PICE Virtual Internship of Students via Mentoring or Apprenticeship (VISMA) program is an alternative learning activity and a substitute to the conventional practicum or OJT course in the civil engineering curriculum during the time of pandemic. *PICE VISMA Program is expanded to include other learning activities that we can extend to our graduating civil engineering students such as but not limited to practicum, OJT, capstone design project, advising on research projects, etc. The Program is now called "Expanded VISMA".* This program is open to all **PICE MEMBERS IN GOOD STANDING** (Active member of PICE, 3 years & up experience, employed or owns a business).
2. Interested PICE volunteer-mentors may join the program by registering thru the registration link below [https://docs.google.com/forms/d/e/1FAIpQLSc7L-Yjo4ObOzZ\\_12jgbyVMtJKkc1f3-JPrLKewrfJSozeVfw/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc7L-Yjo4ObOzZ_12jgbyVMtJKkc1f3-JPrLKewrfJSozeVfw/viewform). A duly signed registration form, copy of Curriculum Vitae and PRC ID Card must be submitted to PICE National thru email ([jnonrubyruth.pice@gmail.com](mailto:jnonrubyruth.pice@gmail.com)) within five (5) calendar days upon signing-up to the registration link for confirmation. Non-submission of the said requirements shall mean cancellation of the registration. Only qualified and confirmed volunteers shall be included in the official list of volunteers.
3. PICE shall endeavor to get the recognition and endorsement of the PICE VISMA PROGRAM from the Commission on Higher Education (CHED). A list of volunteers will be submitted to CHED for reference.
4. All schools offering civil engineering course shall be notified of the program thru a letter. Once the school recognized the program and confirmed to implement it thru a letter notification to PICE National, the latter shall then provide a full list of volunteer-mentors for reference.
5. Prior to formal start of the program, the volunteer and/or school must notify the PICE National thru a letter for reference and monitoring purposes.
6. The school shall be the one to contact and coordinate directly with the volunteer-mentor/s for complete details and to ensure the successful implementation of the program. After the completion of the program, the school shall provide PICE National a notification letter for its reference/attachment prior to issuance of Certificate of Completion that can be used later on for CPD purposes.
7. A PICE volunteer will be allowed to mentor a maximum of 3 groups at a time (per semester or quarter) thru a direct engagement with the school, faculty coordinator and the students. The set-up will be a work from home scheme wherein mentors may orient, show, lecture or discuss professional practice or work with the students thru online platforms. The idea here is for professional engineers to share their work experience and professional practice to students. The learning activity shall be a supplement to what students learn in the curriculum. The learning activities shall be approved by the mentor and the school coordinator.
8. A list of volunteers containing their name and chapter and the participating schools shall be posted in the PICE website and Facebook page/account as part of PICE's recognition to their outstanding efforts and contributions to the organization, the civil engineering profession and to the future civil engineers of the country.
9. The school and/or volunteer-mentor has the right to cancel the program should the agreed learning-activities are not met and/or not executed effectively and efficiently after a thorough evaluation of both parties. A notification on the cancellation shall be sent to PICE National for its reference.
10. No monetary compensation shall be given to the volunteer-mentors by PICE, Schools and Student-mentees.

Approved by:

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