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MEMORANDUM NO. 518
Series of 2024

TO: Mr. Alexander L. Cabral Jr.

RE: Designation as Student Internship and Industry Immersion Coordinator of the Department of Tourism and Hospitality Management

FROM: DR. PROSE IVY. G YEPES
University President

DATE: June 11, 2024

By virtue of the authority vested in me by the VSU Board of Regents and as by recommended by the Department Head, you are hereby designated as **Student Internship and Industry Immersion Coordinator of the Department of Tourism and Hospitality Management** effective January 1, 2024 until December 31, 2024.

As Student Internship and Industry Immersion Coordinator, you are hereby expected to:

1. Offer guidance and support to students participating in internship or industry immersion activities, assisting them throughout their preparation and placement;
2. Develop a comprehensive schedule and logistical plan for student placements in various industries;
3. Prepare and evaluate documents and requirements needed for the internship and industry immersion activities;
4. Conduct an initial assessment of the chosen industry for the implementation of internship and industry immersion activities of students;
5. Address any issues or challenges during the internship or industry immersion, working closely with students and industry host to find solutions;
6. Assess the overall effectiveness of the internship and industry immersion programs and make recommendations for improvement;
7. Actively build and foster relationships with industry partners to exploit future opportunities for student internship and industry immersion placements;
8. Organize and arrange a meeting related to the internship and industry immersion program and activities;
9. Submit a report on any updates and status of the internship and industry immersion program and activities;
10. Perform other functions as the Department Head may assign.

Moreover, you are entitled to the privileges granted and the responsibilities attached to the position subject to pertinent policies.

Please be guided accordingly.

OFFICE OF THE PRESIDENT

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