Frequently asked questions

• What if I have more than 6 units deficiency?
  
  You may only enroll maximum of 3 units plus the 6-unit practicum.
  
  – If the deficiency is a prerequisite to the practicum, the student must sign a waiver that essentially states that if he/she fails the prerequisite course, the practicum shall be deemed invalidated. In any case, please consult your department chair (format of the waiver is available at the dean’s office).
  
  – If the deficiency is not a prerequisite, there is no need for the said waiver

  The other 3-unit deficiency may be enrolled as an overload either in the 1st semester or 2nd semester, depending on when the said deficiency is offered.

• Must I be informed of the date and time of my practicum adviser’s visit?
  
  You must always expect that the practicum adviser will visit anytime after you have submitted your complete documents. At best, the practicum adviser will inform you of a period within which you will be visited (i.e., within the week of July 6-10, etc.). In case you will be absent on the date of his/her visit, please inform your adviser ahead and request him/her to inform you of his/her visit after he/she has done so.

• What if I submit my documents beyond the 10 calendar days?
  
  You are deemed in violation of the guidelines and shall be correspondingly penalized thru point deduction. Worse, you shall not be assigned a practicum adviser within the period of your OJT.
Frequently asked questions

• Can I have my medical certificate issued by a non-UST Health Service physician/family doctor?

  Under CHED Memo No. 17, Series of 2012, and upheld for strict implementation via a Memorandum dated Nov. 13, 2014 from the Office of the Secretary General, only medical certificates issued by the UST Health Service (UST HS) shall be accepted

• Can we use a medical certificate previously issued?

  Yes, provided it has a one year validity, will cover the practicum assignment/period and it is issued by the UST HS

• What is the format of the Practicum Summary?

  The Practicum Summary (part of your Pracfolio) must contain the following:
  - process of finding the practicum placement
  - reflection about working in the organization/company
  - work schedule
  - most memorable practicum moment
  - difficulties encountered and solutions made

  It must be typewritten in a long bond paper, font is Times New Roman, size 12, line spacing is 1.15, 1 ½ inches on left margin, the rest is 1 inch; maximum of 3 pages

4/13/2016

UST College of Commerce and Business Administration
Frequently asked questions

- **Why 300 hours?**
  The CHED Memo mandates 6 units of practicum, hence, the 300 hours is deemed optimal - not too long, not too short - for a student to have a meaningful practicum experience.

- **Can I have my practicum assignment in the province/outside NCR?**
  The policy states that the practicum assignment should be located in the NCR. Exemptions shall be on highly meritorious cases and subject to the Dean’s approval.

- **Can I start my practicum assignment even before I am enrolled for the 6-unit practicum course?**
  According to the policy, you should not. If you do, the hours rendered prior to being enrolled shall not be counted/considered.

- **Can I wear the school uniform in my practicum assignment?**
  It depends on the company – what is required is corporate casual, corporate attire, smart casual, etc. – in which case, you should ask the HR what is allowable under the circumstances, as long as it is decent and will beget respect from your co-workers.
Frequently asked questions

• May I render more than 300 hours?
  
  Yes, depending on your arrangement with the company, but only the 300 hours officially rendered will be considered. In case you wish to do so, you are to write a letter addressed to the Dean (cc: Practicum Coordinator) of your intention, and the same should be duly signed/conformed by your parent/guardian.

• Can I have my practicum abroad?
  
  The policy states that the practicum assignment should be located in the National Capital Region. A possible exemption shall be if the company abroad (possibly with local office/counterpart) initiated the invitation (i.e., SCG), in which case the proposal shall be evaluated on a case-to-case basis.

• How much to pay during enrollment?
  
  There will be separate enrollment for:
  
  a. Students not taking special term classes (prepare for downpayment for 1st sem enrollment (AY 2016-2017)
  
  b. Students taking special term classes (enroll first special term classes, then enroll for practicum; payment subject for assessment)
Frequently asked questions

- How do I know my practicum adviser?
  *The respective department chairs shall assign the practicum adviser, usually on the basis of location of practicum assignment. Information shall be disseminated as soon as it becomes available.*

- Can I render overtime in my practicum assignment (i.e., more than 8 hours a day)?
  *It will depend on the requirements of the company, for as long as the hours will be counted and/or upon the practicumer’s consent.*

- May I break the 300 hours into 2 (i.e., 150 hours each in 2 companies)?
  *Under the policy, the 300 hours per company is deemed the optimal.*