

# **Frequently Asked Questions**

*Practicum Program*

**College of Commerce and Business  
Administration**

# Frequently asked questions

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- 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 1<sup>st</sup> semester or 2<sup>nd</sup> 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.*

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- 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*

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- 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.*

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- 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 1<sup>st</sup> sem enrollment (AY 2016-2017)*
- b. Students taking special term classes (enroll first special term classes, then enroll for practicum; payment subject for assessment)*

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- 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.*