

UNIVERSITY OF SANTO TOMAS
COLLEGE OF COMMERCE AND BUSINESS ADMINISTRATION

ONLINE PRACTICUM GENERAL GUIDELINES (AY 2020-2021)

The Online Practicum is a modular output-based, experiential course to be undertaken by students in recognized Host Training Establishments (HTEs) or companies duly registered under Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI). This is mandated by the Commission on Higher Education (CHED) through Memorandum Order No. 104 series of 2017, that is meant to provide students with an opportunity to complement their formal learning with practical knowledge, skills and desirable attitudes. This course is a requirement for the following majors:

- a. Financial Management
- b. Marketing Management

Notable Course Revisions:

1. The course has been revised to accommodate **pure online practicum with HTEs** (Host Training Establishments) duly registered under the Securities and Exchange Commission or the Department of Trade and Industry as specified in section 17 of the memorandum.
2. From the traditional 300 hours of on-site experiential exposure, this course will now transition to a modular output-based experiential approach which is rationalized across a duration of 5 Months in pursuant to Art 6, Section 7 of the CHED Memo.
3. From a university generated list of accredited HTEs, the students are now given the freedom to search for their own qualified HTEs subject to the approval of the Practicum Coordinator and their respective department chairperson who will ensure that the said organizations meet the requirements of the memorandum.

I. Qualification

The following students are eligible to undergo student internship/practicum:

- a. Regular students – 4th year standing and enrolled in the 6-unit Practicum course
- b. Irregular students - must have taken all the prerequisite courses for Practicum. In case of deficiencies, the student have to enroll first the deficiency prerequisite to the Practicum during the Special Term and after passing the deficiency, enroll the Practicum

II. Procedures

1. The Practicum/OJT Briefing/Orientation is conducted by the Practicum Coordinator. The orientation is conducted before the start of the first semester of the Academic Year, in time for the start of OJT during the First Term.
2. Students SHOULD take the initiative in identifying companies/institutions/ organizations that will accept them as online trainees after completion of third year courses. Selection of companies should meet the criteria set by the college (See VI), and approved by the Practicum Coordinator/Department Chairs
3. Only students who are enrolled in the 6-unit Practicum Course shall be allowed to undergo the practicum. The official start of Practicum shall be at the earliest, the day AFTER the student's enrollment and submission of complete initial documents (See II.4).

4. Once accepted by the company, the student must submit the following initial documents:
 - a. Cover page with Date of Enrollment, Student Name, Student Contact Numbers, Program of Study, Student E-mail Address, Department Chair, Student Section, Name of Institution, Institution Contact Number, Institution Address, Practicum Supervisor, and Practicum Supervisor E-mail Address.
 - b. Registration Form Showing Practicum as an enrolled course
 - c. Signed Practicum Engagement Conformance by the Host Training Establishment (HTE)
 - d. Short Description of the HTE signed by the student and his/her parent/guardian with photocopied valid ID
 - e. Signed Practicum General Guidelines Conformance by the student
5. The above documents should be submitted to the Practicum Coordinator before the start of Practicum. The Practicum Coordinator will then forward the same documents to the respective Department Chairs.
6. The Department Chairs shall assign a Practicum Adviser within fifteen (15) calendar days from receipt of complete initial documents from the Practicum Coordinator. Only practicumers who have submitted the above documents shall be assigned an adviser, and shall be guided and monitored during the practicum assignment.
7. The practicumer must compile his Practicum Portfolio (*Pracfolio*) that must be submitted to the Practicum Adviser on a predetermined date but shall not be later than the official last day of classes for the 1st Term.
8. The *Pracfolio* shall contain the following :
 - a. Cover Page with Student Name, Practicum Coordinator Name and the Practicum Adviser Name
 - b. A Short Description of the Practicum Company
 - c. Student's Curriculum Vitae with Picture
 - d. Modular Output Compilation/Report
 - e. Practicum Summary
 - f. Documentation (including Certificate of Completion)

III. Application

1. The student selects the company for his/her practicum.
2. The Practicum Engagement Conformance that will be used in applying for practicum is available in template form, downloadable from the CCBA website on OJT Documents.
3. The short description of the company, its line of business, its incorporators/owners, date of organization/establishment that will be signed by the student and by one of the parents/guardian (with photo copied valid ID) is likewise available in template form and downloadable from the same source.
4. The student submits the filled-up templates to the Practicum Coordinator for his signature and approval based on company's short description.
5. If a separate application form is required by the company, the form should be accomplished for the purpose.
6. The student must be enrolled in the 6-unit Practicum course before he/she commences the practicum assignment.
7. All documentary requirements as contained in Section II.4 must be submitted to the Practicum Coordinator.
8. Only students who submitted complete initial documents shall be assigned a Practicum Adviser.

IV.Compliance

1. Completion of the modular output-based report with satisfactory rating from the immediate on-site supervisor and faculty adviser.
2. Submission and presentation to the Practicum Adviser or his/her designated representative the *Pracfolio*, within fifteen (15) calendar days from the last day of Practicum Assignment (in conjunction with II.7), and shall contain the following :
 - a. Cover Page with Student Name, Practicum Coordinator Name and the Practicum Adviser Name
 - b. A Short Description of the Practicum Company
 - c. Student's Curriculum Vitae with Picture
 - d. Modular Output Compilation/Report
 - e. Practicum Summary
 - f. Documentation (including Certificate of Completion)
3. The Practicum Summary must be typewritten in a long bond paper, in Times New Roman font size 12, and maximum of 3 pages. It must contain the following :
 - a. process of finding the online practicum placement
 - b. reflection about working online in the organization/company
 - c. work schedule
 - d. most memorable practicum moment
 - e. difficulties encountered and solutions made

V.Practicum Period

1. The Practicum shall be completed during the First Term, and shall commence once the student has enrolled in the practicum course and submitted the complete initial documents. It is to be rendered from the time that will be agreed upon by the HTE and the practicum student. The First Term is from August to December. The Practicum course will be credited in the 1st semester.
2. Should a situation require that the practicum be rendered in the 2nd Semester, such shall be completed from January to May and will be credited in the same semester.

VI.Selection of Company for Practicum

1. Students may either have their practicum assignment in any EXISTING private entities, which should either be :
 - a. SEC-registered or
 - b. DTI-registered
2. The practicum assignment should be within the National Capital Region (NCR).
3. A student will be allowed to have his/her practicum in his/her family-owned enterprise or company where his/her relatives work, provided that the company will undergo and pass the same requirements as other companies.

VII.Practicum Adviser

The appointment, functions and responsibilities of the Practicum Adviser shall be covered in another policy and set of guidelines.

VIII. Matching of Student with Partner-Institutions

A student who cannot find a practicum assignment should notify the Practicum Coordinator soonest. Accordingly, the Practicum coordinator will try to match him/her with online partner-institutions of CCBA, on a best-effort basis, depending on the availability of slots. In case the number of slots is insufficient to cover the number of students applying for matching, priority will be given to those with higher general weighted averages, or on the basis of the selection criteria of the company/ institution.

IX. Implementing Guidelines on Practicum

The Implementing Guidelines on Practicum of the College of Commerce and Business Administration (CCBA) is consistent with CHED Memorandum Order (CMO) No. 104 Series of 2017. In addition, the practicum is expected to conduct himself/herself in a highly professional manner in accordance with the values of the University.

1. Decorum. The practicum is expected to conduct himself/herself online in a correct or proper behavior that shows respect and good manners, at all times.
2. Attendance & Punctuality. The practicum is expected to report online to his/her practicum assignment regularly and consistent with the prescribed office work schedule. On certain unavoidable circumstances that the practicum cannot report on time or may be absent from work, proper notification should be provided to the immediate supervisor.
3. Confidentiality. During the practicum period, the practicum is expected to ensure that sensitive and confidential information be treated accordingly.

X. Course Requirements

1. Students are required to submit his *Pracfolio* and obtain a satisfactory rating from the supervisor/manager/HR Head and the Faculty Adviser, in accordance with the course rating herein contained. The rating instruments are found in Annexes A, and B and the same instruments shall be used by the supervisor and the Faculty Adviser in assessing the practicum's performance for purposes of course grading.
2. The school-prescribed online practicum activities which students are required to attend are as follows:
 - a. Practicum Orientation, where the final instructions, guidelines and requirements of the Practicum course will be given by the Practicum Coordinator.
 - b. Interim Assessment, where the practicum will provide his/her Practicum Adviser with feedback related to his/her work environment, duties and responsibilities, and other work-related concerns.
 - c. Post-Practicum Meeting, where the Practicum(s) will present his/her/their Modular-Output Reports and will provide a summation of the learning, while the Faculty Adviser will discuss the Supervisor Evaluation of the practicum and areas where the practicum needs to improve on. It will also provide practicumers a forum to share insights and experiences acquired during their practicum experience.

STUDENT'S SIGNATURE

3. The practicum grade of a student will be computed based on the following:

(A) Supervisor's Rating 40%

*Based on the rubrics provided in Annex A

(B) Average Modular Output ratings 40%

*Based on the prescribed five-month rationalization scheme

(C) Practicum Adviser's Rating 20%

*Based on rubrics provided in Annex B

100%

XI.Others

The Practicum office may issue additional guidelines before and during the Practicum period to ensure the efficient implementation of the Program.

Strict compliance of these guidelines is expected.

Endorsed by :



ASST. PROF. ROBERT U. LAO, MBA

Practicum Coordinator



ASST. PROF. ELIZABETH VICIEN S. MAGBATA, Ph.D.

Chair, Financial Management Department



MR. FRANCIS LAWRENCE DE JESUS, Ph.D.


Chair, Marketing Management Department

Approved for implementation this 17th day of June, 2020.



ASSOC. PROF. LEONARDO M. CANOY, JR., Ph.D.

Dean



REV. FR. SENEN R. ECLEO, O.P.

Regent

CONFORME:

Signature over Printed Name of the Student