

# PRACTICUM ENGAGEMENT CONFORME

Date

**NAME OF ADDRESSEE**

**NAME OF COMPANY**

Address 1

Address 2

Dear **Sir**:

The University of Santo Tomas, College of Commerce and Business Administration is requiring all 4<sup>th</sup> Year students enrolled in Bachelor of Science in Business Administration Major in Business Economics program to complete an **ONLINE** practicum with an institution or company engaged in a related industry.

We seek your support and partnership in the implementation of this program by accepting student from our college in your company's Student Practicum Program. They will be ready to start with this activity on **(DATE)**

We hereby endorse **(NAME OF STUDENT)** To your Student Practicum Program.

In support of this collaboration, and to enable the students to maximize their time and learning with your company and ensure their safety as well, may we request that the students:

- be given work assignments that are meaningful and will make full use of the students' competencies and skills in the discipline
- not be given personal and menial tasks that are unrelated to the discipline
- not be given work assignments that are dangerous or will expose them to risk or harm
- be dealt with in a professional manner and all office transactions and interactions between the students and the company's employees be strictly confined to professional work dealings and engagements

As part of the online practicum requirements, the students will come up with a modular business output pertaining to their major.

We commit to not divulge any information that the students may have access to, and any such information will only be used for academic purposes.

Thank you and we look forward to our continuing partnership in the development of our students and soon to be professionals.

Very truly yours,

**Asst. Prof. Riaz Benjamin**

Practicum Coordinator

College of Commerce and Business Administration

University of Santo Tomas

*Practicum Engagement Conforme*

**Asst. Prof. Riaz Benjamin**  
Practicum Coordinator  
College of Commerce and Business Administration  
University of Santo Tomas

Dear **Sir Benjamin**:

We are pleased to accept your student **(NAME OF STUDENT)** for ONLINE Practicum in our company. The student understands that he/she abides with the company rules and regulations specifically on security, discipline, safety and confidentiality.

Further the student is willing to do a modular business output pertaining to his/her major as follows:

- *assessment of a company's utility in production and operations research*
- *research assistance in project works and evaluation*
- *aid in designing strategic direction for micro and small enterprises*

The details of his/her internship are as follows:

Name of the Company: \_\_\_\_\_  
Unit/Department Assignment: \_\_\_\_\_  
Unit Head: \_\_\_\_\_  
Contact Details: \_\_\_\_\_  
Start of Practicum: \_\_\_\_\_  
End of Practicum: \_\_\_\_\_

The company fully support this ONLINE Practicum Program and is willing to give the students of the UNIVERSITY, currently enrolled in the College of Commerce, course related work assignments and expose them to actual learning experiences within the time allotted for the training program.

Very truly yours,

\_\_\_\_\_  
**COMPANY REPRESENTATIVE SIGNATURE**

\_\_\_\_\_  
**COMPANY REPRESENTATIVE NAME AND DESIGNATION**

\_\_\_\_\_  
**DATE**