

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 4th Year students enrolled in Bachelor of Science in Business Administration Major in Human Resources Management 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

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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:

- *the Company's requirement to enhance Human Resource Plan/ Program*
- *projecting hiring needs and recruitment process*
- *conduct job analysis and create job description*
- *design training program for newly hired employee and existing workforce*

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