



UNIVERSITY OF SANTO TOMAS

PRACTICUM ORIENTATION

AY 2022-2023



What is Practicum

An ACADEMIC *requirement mandated*
by CHED Memorandum Order (CMO) No. 104
Series of 2017

“Revised Guidelines for Student Internship Program
in the Philippines (SIPP) for all Programs”



Objectives of practicum (For Students)

A

L

E

A

D

APPLY

Provide students with opportunities to apply relevant knowledge and skills acquired from formal education to actual work setting provided by reputable companies in our country.



LEARN

Learn the professional work ethic in the course of online practicum

ENHANCE

Enhance the knowledge and skill acquired in formal education of students through employer-based training, in order for them to become more responsive to the future demands of the labor market.

AQUIRE

The students are expected to acquire soft skills necessary to address the demand of the employers such as communication skills, interpersonal skills, financial literacy, etc

DEVELOP

Develop the life skills of the students, including those relevant to the values of professionalism and work appreciation.

Objectives of practicum (For the University/College)

P E S

Promote mutually supportive industry- academe collaboration/linkages.

Enrich the degree programs of the University/College to respond to the needs of the industry.

Strengthen career guidance.

Objectives of practicum (For HTEs)

Provide a venue where they can customize the process of technical training through employer-driven practicum plans; select well-equipped beneficiaries and have another opportunity to contribute to the society through corporate social responsibilities.

Who should undergo Practicum?

For AY 2022-2023

- Fourth year or incoming fourth year BSBA students major in :
 - Business Economics
 - Financial Management
 - Human Resources Management
 - Marketing Management
- Must have taken **ALL** the prerequisite courses for Practicum, each major has different prerequisite units.

Characteristics of the Practicum (COM5019) course

6-unit course

A gold shield with a black border and two gold stars at the top. The number "600" is written in black on the shield. The word "-hour" is written in black to the right of the shield.
600-hour

Mode of Practicum



VIRTUAL/ONLINE/PFH



ONSITE



VIRTUAL/ONLINE/PFH

Modular

Fully Metered



These modular reports should be original as in use only in Practicum and were not submitted partly or wholly in other courses. Any misrepresentation will automatically give the student a FAILED grade.

How to go about the Practicum Process?

A

ttend Practicum/OJT Briefing/Orientation.

B

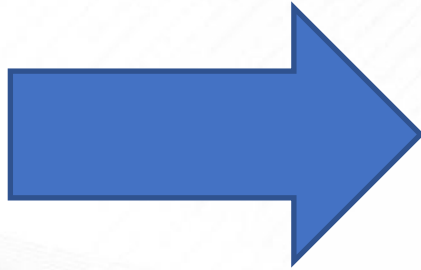
be enrolled in the 6-unit Practicum Course.

C

*hoose a reputable HTE which must be
APPROVED by the Practicum Coordinator.*

CRITERIA IN CHOOSING AN H.T.E.

For Private HTEs	<ul style="list-style-type: none">• Years in operations must not be lower than 5 years.• Paid- up capital must not be lower than 10,000,000.00 pesos.• The number of employees must not be lower than 25.• The HTE must be able to provide tasks relevant to the student's field of study
For Government HTEs	<ul style="list-style-type: none">• The government office must be national or regional level offices. Municipal hall, barangays are not considered.• The nature of the tasks in government agency is aligned with the program.



LOI/Endorsement
Form



ACCEPTED

- 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 Contract by the Host Training Establishment (HTE) and MOA.
- d. Short Description of the Host Training Establishment signed by the student and his/her parent/guardian with photocopied valid ID. This document will legitimize the HTE as witnessed by parents/guardians, so any misrepresentation of the HTE will automatically give the student a FAILED grade

NOTE: These are the common requirements for both onsite and online practicum.

ONSITE PRACTICUM

For onsite practicum arrangement, the student must submit the following additional requirements:

- a. Copy Student's Vaccination Card
- b. Local government and/or national government workplace safety certification and or its equivalent permits to accommodate in-person operations. In the absence of such, the student-intern must be allowed to conduct a virtual facility tour to check the premises of the HTE.
- c. Parental Consent Form
- d. Health and Safety Protocol

A large, red, rectangular stamp with a distressed, ink-like texture. The word "SUBMIT" is written in bold, white, sans-serif capital letters, slanted slightly upwards to the right.

Submit to the Practicum Coordinator the required documents in a zipped folder using your surname and given name as the file name (Example: LING_MA)

https://docs.google.com/spreadsheets/d/1Vz0kABlHBjc4Om_sg7cdApo_sSSJ-B_ARUFOXOsdzVWY/edit#gid=0

PRACTICUM PERIOD

- 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 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 term.

SELECTION OF HTE FOR PRACTICUM



Note: Complete criteria will be released not later than July 6, 2022.

ASSISTANCE TO STUDENTS WITHOUT HTE

A student who cannot find a practicum assignment should notify the practicum coordinator who can give him/her the list of companies where current AY students are doing their practicum. The responsibility of finding HTE remains with the students.

Concentrix	HR	For MOA	50 students	Virtual
Agora Phils	Economics	For MOA	50 students	Virtual
Circa Logica Group	HR	For MOA	20 students	
IWG PLC	Finance	For MOA	2 students	Virtual
SageSoft Solutions	Finance, Economics	For MOA	5 students	Virtual

IMPLEMENTING GUIDELINES ON PRACTICUM

C

During the practicum period, the practicum is expected to ensure that sensitive and **confidential** information be treated accordingly.

A

Attendance and punctuality. The practicum is expected to report 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.

D

Decorum. The practicum is expected to conduct himself/herself in a correct or proper behavior that shows respect and good manners, at all times.

O

Overtime. Practicum, whenever necessary are allowed up to 2 hours of overtime from Monday to Thursday only. No overtime will be approved and counted regardless of the circumstance if it is rendered on a Friday, Saturday, Sunday or holiday. In effect, a practicum can render up to 10 hours per day only.



GRADING SYSTEM

Supervisor's Rating	40%
Pracfolio/Average Modular Output Ratings	40%
Practicum Adviser's Rating	20%
TOTAL	100%

In case the Practicumer fails to complete the number of required hours and/or fails to submit the required documents on or before the deadline, the students will earn an INC final grade. The student has 1 term to complete all the requirements including the required number of hours and notify the Practicum Adviser of the compliance.

PRACTICUM ADVISER

- 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.
- The assigned Practicum Adviser must communicate to the designated HTE supervisor seven (7) calendar days after receipt of the list of practicum advisees. The medium of communication is dependent on the convenience of the Practicum Adviser and the HTE supervisor.
- The Practicum Adviser must provide contact information to the HTE supervisor for ease of communication.
- Towards the end of the practicum period or two (2) weeks prior to the completion of the 600 hours, the Practicum Adviser must communicate to the HTE supervisor to explain the evaluation system.

COURSE REQUIREMENTS

- Practicum Orientation, where the final instructions, guidelines and requirements of the Practicum course will be given by the Practicum Coordinator and their respective department chairs.
- Interim Assessment, where the practicum student will provide his/her Practicum Adviser with due reports.
- Post-Practicum Meeting, where the practicum student will submit his/her Pracfolio.



The practicum must compile his/her 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 for Business Economics, Financial Management and Human Resources Management departments or 2nd Term for Marketing Management.



Ask the Company's supervisor to fill-up the Grading Sheet and send to your **Faculty Adviser's contact e-mail address.**



PRACFOLIO

Cover Page

Short Description of the Company

Curriculum Vitae with picture

Modular Output Reports

Practicum Summary

Documentations (Example: photos - must adhere to RA 10173)



DO YOUR HOMEWORK

- Research about the company.
- Learn about its history, culture, the company itself, the industry, etc.

TREAT IT LIKE A REAL JOB

- Treat the work given to you seriously.
- You are working in a real-world organization so any work you do or mistakes you make will have an impact at some level.



ASK FOR FEEDBACK

Do not be afraid to ask for feedback throughout your time with the HTE.



Do not send your MOA, Practicum Documents to OVRAA or any other offices.

Practicum concerns = Practicum Coordinator



Antonio E. Etrata, Jr., Ph.D.
Practicum Coordinator
aeetrata@ust.edu.ph

*thank
you*