

**DE LA SALLE UNIVERSITY**  
**College of Engineering**

**Undergraduate Practicum Policy and Guidelines**

**Introduction:**

*This document contains the general policy and guidelines for the College of Engineering's practicum program and will take effect SY 1997-1998. (Students with ID# 94 and below are not governed by this policy, but are under the individual department's own guidelines and policy).*

**The content is as follows:**

- I. General Objective of the Program
- II. General Requirements of the Program
- III. Procedures and Guidelines
- IV. Duties and Responsibilities of a Host Company
- V. Grading System
- VI. General Practicum Written Report Format
- VII. Sample Forms and Documents
- VIII. Duties and Responsibilities of the IAL Director for the Practice
- IX. Duties and Responsibilities of the Department Coordinator for the Practicum
- X. Duties and responsibilities of the Practicum Adviser
- XI. Units Accreditation and Remuneration for the Director and Advisers

## **I. General Objective of the Program**

In line with the College of Engineering's thrust to meet the industry's demand for technically competent and well-rounded Engineering graduates, the Practicum program aims to:

- a. Give the student exposure to the actual technical and managerial aspects of the various Engineering professions;
- b. Enable the student to gain experience, relate and apply the theories he/she learns in school to real industrial situations and problems;
- c. Give the students an insight of the various operations, processes, techniques and controls presently used in industry;
- d. Develop and instill a positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks; and
- e. Impress on the student the importance of human relations in the working place or environment.

## **II. General Requirements of the Program**

- a. The engineering departments (as reflected in the Course Flowchart) define the requisite(s) of the Program for each engineering major.
- b. All Engineering students will undergo the Practicum Program. Except for MEM students, all Engineering students must enroll in the corresponding course during a regular term. For all MEM students, their practicum is for three (3) consecutive terms.
- c. A student must meet the required minimum exposure of 480 hours (equivalent to 12 weeks). For a MEM student he/she must meet the required minimum of 1800 hours (equivalent to 45 weeks).
- d. For every class of 20 students or less there will be assigned a Practicum Adviser.
- e. A student is required to submit a final report at the end of his practicum.

### **III. Procedures and Guidelines**

- a. Every term, the Industry-Academe Linkage (IAL) Office will provide a list of host companies where students can choose from and have their practicum.
- b. A term before a student plans to enroll for practicum; he/she must consult the list and looks for a possible venue for his/her practicum. If the student wishes to take a practicum in a company not listed by IAL, he/she should approach the IAL Department Coordinator (IAL-DC) to obtain approval from the IAL Director through the recommendation of the IAL-DC.
- c. The IAL Department Coordinator will be the adviser of the student. Subject to the conditions under the Duties and Responsibilities of the IAL Coordinators for the Practicum Program.
- d. The student then writes a LETTER OF APPLICATION (LA) addressed to the company concerned and endorsed by the adviser. (Only the IAL director can endorse on behalf of the adviser. A student must not approach the Dean, Vice-Dean, Chairs or Vice-Chairs for endorsement). The student may send LAs to more than one company, with the adviser's approval and/or knowledge.
- e. The student hand-delivers or mails this letter to the company and waits for acceptance. The student is responsible for following-up his LA with the company.
- f. When the student receives an ACCEPTANCE LETTER (AL) coming from the company, he/she must inform the adviser of his/her acceptance.
- g. The adviser must in turn coordinate and confirm with said company regarding the student's acceptance to undergo practicum with them. The adviser and the company's representative should agree on the period and schedule of the student's practicum.
- h. The student then submits the WAIVER FORM (WF), signed by his/her parent or guardian to his/her adviser.
- i. The student can then enroll for the practicum subject and starts his/her practicum on the recommended date.
- j. Within a period of two (2) weeks from the start of his/her practicum, the student submits and accomplishes the TRAINING SCHEDULE FORM (TSF) and shows this to the adviser for comments and approval.

- k. The student is required to make a weekly report. The adviser checks this on a monthly basis, preferably on the last Saturday of every month at a designated time and place. Please see VII: Sample Forms and Documents for the format of the Weekly Report.
- l. The student should at all times keep all documents pertaining to his/her practicum. However, the adviser must be informed of any new documents or forms that was accomplished in relation to his/her training. He/She compiles all these documents for his/her final report.
- m. The student must comply with the general guidelines of the company regarding their own practicum program policy.
- n. The student must complete at least the minimum 480 hours or 12 weeks (1800 hours or 45 weeks for MEM students) in one company. If for any valid reason, he/she cannot comply with the 480 hours or 12 weeks in one company, he/she has to look for another company and complete another 480 hours or 12 weeks there. This has to be done upon approval of the Adviser, the Department Chairperson and the IAL Director.
- o. Upon completion, the student is required to obtain from the company the following documents: (a) a Certificate of Completion and (b) the final Evaluation Form. Please refer to VII: Sample Forms and Documents.
- p. The student is then required to prepare a written report as outlined in VI: General Written Report Format, and submits this to the adviser one (1) week before the Course Card Distribution Day.
- q. Student enrolled for any practicum course cannot take any other academic or non-academic subjects for the same term.

#### **IV. Duties and Responsibilities of A Host Company**

- a. Through the immediate supervisor or through the Human Resource Department or equivalent office, ensures that the practicum a student undergoes is technical in nature and related to the student's present course. (The IAL coordinator prepares in advance a list of possible type of work a student may take).
- b. Ensures a safe working environment for students undergoing practicum.
- c. Assigns an immediate supervisor who will monitor the attendance and performance of the student for the duration of the practicum, in coordination with the Practicum Adviser.

- d. Upon completion of the required number of weeks, requires the student to submit to the Adviser a Certificate of Completion stating the student's general performance and that the student has satisfactorily completed all requirements.
- e. Through the assigned supervisor, fills-up the Evaluation Form, and signs and seals, and submits this to the adviser through the student.
- f. Informs the school through the adviser and/or the IAL-DC of other matters related to the student's practicum program in the company.

## V. Grading System

The grading system to be adopted by all departments would be based from the following:

The adviser gives the student a grade based from the following criteria:

Written Report	-	50%
Evaluation	-	50%
=====		
		100%
Passing Grade: 70%		

Grading Scale:

97 – 100	4.0
93 – 96	3.5
89 – 92	3.0
85 – 88	2.5
80 – 84	2.0
75 – 79	1.5
70- 74	1.0
Below 70	0.0

## **VI. General Practicum Written Report Format**

All students undergoing practicum is required to submit a bounded Written Report during the second practicum term. The contents of the bounded report is as follows:

Title Page	
Table of Contents	
Chapter One :	Brief History/Background of the Company/Company Profile (1 to 3 pages)
Chapter Two :	Weekly Progress Reports Compilation
Chapter Three :	Assessment of Practicum Program (Reaction Paper by the student: with the following suggested format: <ul style="list-style-type: none"><li>• What have I learned from the experience? (Technical)</li><li>• My experiences with the people around me</li><li>• The most memorable event during my practicum</li><li>• What I can recommend for the improvement of the Practicum Program</li><li>• My advise to those who will take their practicum in the near future.</li></ul>
Chapter Four :	Pertinent Documents: <ul style="list-style-type: none"><li>• Letter of Applications</li><li>• Acceptance Letter</li><li>• Waiver Form</li><li>• Training Schedule Form</li><li>• Certificate of Completion</li><li>• Evaluation Form</li></ul>

## **VII. Sample Forms and Documents**

This section contains the sample forms and documents to be used for the Practicum Program, as follows:

- a. Evaluation Form (to be given 2 weeks before end of practicum)

b. Waiver Form

### **Parents' / Guardian's Certification of Waiver / Permission**

This is to certify that I am allowing my < son/daughter >, < **Student name** > to go on a practicum ( *on-the-job training* ) for a minimum of twelve weeks starting on < date > until < date > at < company name > in partial fulfillment of the requirements for the degree in Bachelor of Science in < course >.

It is understood that < he/she > abides by the rules and regulations that may be imposed by the Supervisor/Staff-in-Charge for his welfare and safety.

I fully agree to waive any responsibility on the part of De La Salle University, < company name >, and/or the representative/s, in case of any untoward incident that may happen to my < son/daughter > during the duration of the practicum.

< Name of Parent/Guardian >

< signature >

< date >

< Student's Name >

< Home Address >

< Telephone no. >

< Pager No. ( if any ) >

c. Sample Letter: Letter of Application

< *Date* >

< **Mr./Ms. CONTACT PERSON** >

< *Position* >

< *Name of Company* >

< *Company Address* >

Dear < *Sir or Madam* >:

I am a fourth year Bachelor of Science in < *Course* > student of De La Salle University. In partial fulfillment of the requirements of this degree, I am required to have an On-the-job Training ( OJT ) for a minimum of 480 hours or an equivalent of twelve ( 12 ) weeks starting < *date* >.

I would like to apply as a trainee in your company because I believe that the training and experience I will acquire will broaden my knowledge about my course.

Thank you for any consideration that you may give to this letter of application.

Very truly yours,

< ***Student Name*** >

< *Student Home Address* >

< *Student Telephone Number* >

Noted by:

< ***IAL – DC*** >

Coordinator, < *Department* >

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d. Sample Letter: Letter of Recommendation (DLSU letterhead)

< *Date* >

< **Mr./Ms. CONTACT PERSON** >

< *Position* >

< *Name of Company* >

< *Company Address* >

Dear < *Sir or Madam* >:

This refers to the requirement of the < *Course* > curriculum of De La Salle University for students to undergo an On-The-Job-Training ( OJT ) for a minimum of 480 hours in any company with < *course* > base.

In view of this, we would like to request that < *Mr./Ms. Student Name* > to have < *his/her* > OJT in your company. In this manner, < *he/she* > will have opportunity to apply her theoretical knowledge in actual practice.

We believe that your company can provide the relevant exposure to future engineers, thus ensuring the continuous supply of highly qualified personnel for < *Course* > and Industry.

We would highly appreciate whatever assistance you could extend to us that would, in the long run, be both beneficial to the student and your company.

Thank you and we look forward to your kind consideration and support.

Very truly yours,

< *IAL – DC* >

Coordinator, < *Department* >

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f: Title Page

## **ON-THE-JOB TRAINING**

at

< *Company Name* >

In Partial Fulfillment of  
The requirements for  
Bachelor of Science in  
< *Course* >

Submitted by:

< *Student's Name* >

Submitted to:

< *Practicum Adviser* >

< *Date Submitted* >

f. Weekly Progress Report Format

## WEEKLY PROGRESS REPORT

< Student's Name >

Week #: \_\_\_\_\_

< Inclusive Dates >

< Document all activities for the week. Enumerate daily accomplishments.>

Noted by:

< Signature >

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< Supervisor's Name >

< Position >

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