
The Applied Corporate Management Program

Management and
Organization
Department
Ramon V. del Rosario
College of Business
De La Salle University

Brief for Partner Companies

A PROGRAM OF THE MANAGEMENT AND ORGANIZATION DEPARTMENT

The Management and Organization Department (MOD) is one of six departments under the Ramon V. del Rosario College of Business (RVR-COB) at De La Salle University. Inspired by the *Lasallian Guiding Principles* and *Catholic Social Teachings*, its vision is to be a leading academic department that bridges faith and management practice through values-based management education and research geared towards promoting integral human development and sustainable value-adding organizations.

Its mission:

- To develop competent, humanistic, nationalistic, and socially responsible business leaders, professionals and entrepreneurs that serve as change agents in society.
- To provide formal and continuing education and training to interested professionals, not only in business but also in other fields that require management expertise.
- To advocate responsible management practice through research-based writings, talks, and service engagements.
- To actively engage government and business leaders in the formulation of policies meant to enhance the innovative capacity, competitiveness, and social responsibility of Filipino firms.
- To create an environment that enables students to take responsibility for their learning through innovative, creative, and collaborative educational approaches
- To build a collegial work community that supports each member's personal and professional growth.

As the “heart and soul” of the College of Business, the MOD stands by the Lasallian values of *Faith, Zeal for Service* and *Communion in Mission*. Its motto is **Bridging Faith and Management Education**.

Under the supervision of the MOD are undergraduate and graduate degree program. The Bachelor of Science in Applied Corporate Management (ACM) offers a unique curriculum in the RVR College of Business. It differentiates itself by providing ACM students as well as partner companies to benefit from three alternate 12-week period internships.

PREPARING TOMORROW'S CORPORATE LEADERS TODAY

The Applied Corporate Management (ACM) Program of DLSU started out as a partnership with the European Chamber of Commerce in the Philippines. Member companies of the ECCP sought assistance in finding a training/education model that would help them in recruiting junior staff with management potential.

The program, patterned after the dual-tech program in Germany, features three alternate terms of actual experiential learning in the real world of work (on-the-job training), and seeks "to enable students to acquire the necessary knowledge, skills, attitudes, and values of world-class management." The students' exposure in the company is now known as the Management Internship.

The 12-term program aims to train students in all aspects of business management, geared towards large corporate settings. It also intends to enhance the hands-on experience of the students as well as minimize the cost of training future employees from DLSU on the part of the participating companies.

The program began in school year 1996-1997 with a few participating European companies, including Am-Euro Pharma Corporation, BASF Philippines, Bayer Philippines, Edward Keller Philippines, Knoll Philippines, L'Oreal Paris, Merck, Inc., Roche (Phils), Inc., Siemens, Inc., and Zuellig Pharma Corporation. It has since then expanded to include dozens of companies, including British, French, German, Swiss, Dutch, Belgian, American, Japanese, Singaporean and Filipino-owned companies. However, the MOD deals with only about a dozen partner companies in any given trimester since regular partners accept large numbers of student interns at a time.

The Applied Corporate Management Program is on the cutting edge of business education in the Philippines, providing our students with an opportunity to be exposed to the work processes and technology of our partner companies, as well as the chance to work in a cross-cultural environment. Coupled with the long-standing tradition of excellence in business education provided by De La Salle University, these more than adequately prepare our students to become tomorrow's corporate leaders.

RATIONALE¹

The Asia-Pacific region is in the midst of the challenges of globalization and liberalization. As global competition intensifies and as countries open their economies to foreign players, businesses are hard-pressed to lower their costs of production, and to constantly improve the quality of their products and services to satisfy the escalating needs and wants of consumers. To do this, companies need to invest in both cutting-edge technology and competitive human resources.

Consequently, the increasingly competitive business environment has made it imperative for colleges and universities to upgrade the quality of education and training they provide their students so that these students could adequately meet the requirements of businesses for productive workers. As a result, colleges and universities have increasingly sought the cooperation of the world of work in recent years. By closely communicating and cooperating with the world of work, higher education institutions do not only improve the education but also the employment opportunities of their students.

Industry-academe cooperation has been advocated because the future tasks of the graduates and the competencies expected of them are different from job to job. Constant communication is expected to provide schools with the right signals, even if they are diverse, contradictory, or vaguely expressed. Industry-academe cooperation is likewise important because classroom instruction has become inadequate to prepare students well for the world of work. Studies have shown that "experiential learning" is a powerful tool supplementing cognitive processes of learning clearly separated from work.

Since the education sector is the major source of skilled human resources for the business sector, it is important for these two sectors to establish a strong partnership. Ideally, the graduates of colleges and universities must have the proper knowledge, values, and skills that address the short- and long-term needs of the business sector. In this situation, the cost of retooling new graduates being absorbed by companies will be reduced. In addition, colleges and universities need not "waste" time and efforts in conducting courses that are not needed by business and industry.

¹*Taken from The Applied Corporate Management Program of De La Salle University-Manila: A Model of Industry-Academe Cooperation in Business Education, by Raymund Habaradas, 2001*

OBJECTIVES OF THE PROGRAM

1. General Objective

The ACM Program supports the vision of the Management and Organization Department to provide a learner-centered program using its extensive linkage with industry. It does so by providing students with the opportunity to apply theoretical knowledge in the corporate world. This helps them understand the world of business better; thus, providing students with a competitive edge in their search for their first job after graduation.

2. Specific Objectives

For students,

- a. To get a first-hand view of an actual business to see the dynamics between products and stakeholders.
- b. To identify the general responsibilities of managers/employers
- c. To identify the general responsibilities of employees
- d. To hone fundamental skills of problem solving, effective communication and application of technology
- e. To develop soft skills of students particularly – work ethic, courtesy, team work, self-discipline, self-confidence.
- f. To develop an outstanding degree of professionalism in dress and manner
- g. To help prepare career plans

ABOUT THE ACM INTERNS

The ACM interns are carefully selected from their batch. There are only about 40 students accepted per year into the program. Among the basis of their selection are academic standing, demonstrated leadership, maturity, and good communication skills. Historically, only 50% of those who apply in the program are accepted.

Prior to each internship, ACM students are given substantial training, albeit theoretical, to equip them with the challenges they may find in the workplace. These are often times incorporated in their required subjects and others are supported by special Saturday workshops and seminars.

JOB ASSIGNMENTS

Unlike typical “on-the-job” trainees (OJTs) that need only about 180 hours of OJT work, most often on a part-time basis, ACM Interns are required to accomplish three 480 hours of internship experience on a full-time basis. Because of this, their work assignment generally differs from OJTs.

ACM Interns, especially those who are on their second and third exposure, are usually given assignments of great responsibility. Past assignments have been mostly in the different units of Human Resources, Sales, Marketing, Corporate Communication/Public Relations. On occasion, there have been assignments in Purchasing, Legal, Finance, Accounting, and even Management Information Systems.

At the end of the internship experience, the MOD expect ACM students to have developed specific workplace competencies. The assignments given to them should help them meet these competencies. Thus, each ACM intern would have with them a Competency Chart indicating the progress by which they meet their competencies. Intern supervisors are advised to review the chart prior to the start of any internship to give them an idea of the types of assignments that the ACM intern should have to help them meet their competency targets.

To ensure that the ACM students meet as many of the competencies during the duration of their internship, ACM Interns need exposure in the following:

1. Attendance as an observer in a business meeting with internal stakeholders.
2. Attendance as an observer in a business meeting with external stakeholders (suppliers, clients).
3. Working in teams
4. Planning, designing and implementing a project from start-to-finish with well-defined objectives and outcomes
5. Interacting with potential employees, customers/clients, suppliers, employees of different rank and unit.

APPLIED CORPORATE MANAGEMENT CURRICULUM

The ACM Program follows a schedule of twelve (12) trimesters to complete the course. Upon acceptance into the program, the student is expected to complete the regular required courses in languages, social sciences, natural sciences, mathematics and the core business professional courses. The first six (6) terms will be taken continuously at DLSU. The 7th, 9th, and 11th terms will be spent undergoing Management Internship, during which the student will work full-time in a partner company. On the 12th term, the student will take integrating subjects, and is expected to complete his or her undergraduate thesis under the subject THSACMG.

Term	Course Code	Course	Units
1st	ACTBAS1	Introductory Accounting Part 1 (Service)	3
	COMALGE	Algebra for Commerce	3
	LBYBUS1	Computer Applications 1 for Business Management	3
	FILKOMU	Komunikasyon sa Araling Pilipino	3
	INTHROP	Introduction to Anthropology	3
	GENSCI1	GE Natural Science 1	2
	FWTEAMS	Physical Fitness and Wellness in Team Sports	2
	LASARE1	Lasallian Recollection 1	(0)
	TOTAL		19(0)
2nd	ACTBAS2	Introductory Accounting Part 2 (Trading)	3
	ENGLCOM	Basic Communication and Study Skills	3
	BUSMATH	Business Mathematics	3
	POLISCI	Introduction to Political Science	3

Term	Course Code	Course	Units
	BUSORGA	Business Organization	3
	GENSCI2	GE Natural Science 2	2
	FWSPORT	Physical Fitness and Wellness in Sports	2
	PERSEF1	Personal Effectiveness 1	(2)
	NSTP-C1/R1	NSTP Program/Civic Welfare Training	(3)
	TOTAL		19(5)
3rd	ACTPACO	Partnership and Corporate Accounting	3
	CBESTA1	Commerce Statistics 1	3
	ECONONE	Introduction to Microeconomics	3
	ENGLRES	Basic Research Skills	3
	TREDONE	Humanity's Search for Life	3
	GENSCI3	GE Natural Science – 3	2
	FWDANCE	Physical Fitness and Wellness in Dance	2
	NSTP-C2/R2	NSTP Program/Civic Welfare Training	(3)
	TOTAL		19(3)
4th	ACTMANA	Management Accounting for Non-Accountants	3
	BUSCALC	Calculus for Commerce	3
	MARKET1	Principles of Marketing	3
	OBLICON	Obligations and Contracts	3
	FILDLAR	Pagbasa at Pagsulat sa Iba't-Ibang Disiplina	3
	HUMAART	Introduction to Art	3

Term	Course Code	Course	Units
	PERSEF2	Personal Effectiveness 2	(2)
	LASARE2	Lasallian Recollection 2	(0)
	TOTAL		18(2)
5th	HUMABEH	Human Behavior in Organizations	3
	CBESTA2	Commerce Statistics 2	3
	LBYBUS2	Computer Applications 2 for Business Management	3
	FINMAN1	Financial Management 1	3
	MARKET2	Salesmanship and Sales Management	3
	HUMALIT	Introduction to Literature	3
	KASPIL1	Pag-aaral sa Buhay ni Dr Jose Rizal	3
	TOTAL		21
6th	HUREONE	HR Planning, Recruitment, Selection, Training	3
	FINMAN2	Financial Management 2	3
	MANASCI	Management Science	3
	PARTCOR	Partnership and Corporation Law	3
	TREDTWO	The Filipino Christian in a Changing World	3
	KASPIL2	Kasaysayn ng Pilipinas	3
	TOTAL		18

Term	Course Code	Course	Units
Sum mer	ECONTWO	Introduction to Macroeconomics	3
	INTFILO	Introduction to Philosophy	3
	TOTAL		6
7th	PRCACM1	Management Internship 1	3
8th	HURETWO	Compensation, Employee/Labor Relations	3
	MANARES	Management Research	3
	BUCOTAX	Business and Income Taxation	3
	THINATIC	Integrated Social Science	3
	OPERMAN	Operations Management	3
	MARKET3	Product Management	3
	TOTAL		18
9th	PRCACM2	Management Internship 2	3
10th	STRAMAN	Strategic Management	3
	THSAPC1	Thesis Course (Proposal) for ACM Majors	3
	APCELE1	ACM Electives 1	3
	TREDTRI	The Christian and the Word	3
	SPEECOM	Oral Communication	3
	GRTWORK	Great Works 1	1.5

Term	Course Code	Course	Units
	PERSEF	Personal Effectiveness 3	(2)
	LASARE3	Lasallian Recollection 3	(0)
	TOTAL		18(2)
11th	PRCACM3	Management Internship 3	3
12th	INTERBU	International Business	3
	APCELE2	ACM Electives 2	3
	THSAPC3	Thesis Course (Defense) for ACM Majors	3
	SALETAX	Sales and, Agency and Bailments with Tax	3
	TREDFOR	The Christian Vocation of Life	3
	CONADEV	Contemporary National/Economic Development	3
	TOTAL		18
	TOTAL		183/195

COURSE DESCRIPTIONS

Commerce Algebra I(COMALGE), 3 units

A course providing students a solid and working knowledge of pre-calculus algebra with emphasis on the understanding of concepts and the development of manipulation skills. It covers sets, the real numbers system, special products and factoring, algebraic fractions, exponents and radicals, linear and quadratic functions, and percentage as applied to business problems.

Business Mathematics (BUSMATH), 3 units

A course that places mathematics in the context of business.

Prerequisite: Commerce Algebra

Computer Application for Business Management (LBYBUS1), 3 units

This is a course for business management students to introduce the basic computer concepts. This course is designed to provide students with a broad understanding of information technology and its importance to business environment.

Computer Application 2 for Business Management (LBYBUS2), 3 units

This is an advanced computer course for students to gain expert level competence of microsfot word, excel and powerpoint.

Prerequisite: Computer Application for Business Management

Business Organization and Management (BUSORGA), 3 units

An introduction to business and management. Its principal objective is to enable students to understand and subsequently apply the four interdependent management functions of planning, organizing, leading, and controlling (production, marketing, personnel and finance) a small- to medium- scale organizations.

Calculus for Commerce (BUSCALC), 3 units

An introduction to the fundamentals of mathematical analysis, emphasizing analytic geometry and calculus with application in business and economics.

Prerequisite: Business Mathematics

Commerce Statistics One (CBESTA1), 3 units

A study involving descriptive statistics. Its principal objective is to enable the student to be familiar with the different aspects of a statistical research and then to apply the descriptive statistical measures in actual situation. The basic topics such as concepts and rules of probability are applied to problem solving in business.

Prerequisite: Algebra

Commerce Statistics Two (CBESTA2), 3 units

Its main objective is to enable the student to apply the statistical methods and techniques to small-scale business/corporate management situations. At the end of the course, the student is expected to analyze and solve statistical problems, interpret statistical results and then to realize the significance of statistics in business decision - making.

Prerequisite: Commerce Statistics 1

Management Science (MANASCI), 3 units

A study of the quantitative methods for decision-making. The course covers linear programming models and other special algorithms, inventory and production models; decision-making process under certainty, uncertainty and risk; decision tree construction and analysis; network models; PERT and CPM; business forecasting models; and computer application.

Prerequisite: Calculus for Business, Commerce Statistics 1

Human Behavior in Organization (HUMABEH), 3 units

A course introducing the students to the theories, concepts, models, and dynamics of human behavior in organizations. The course enables students to differentiate the application of these models on small-, medium- and large-scale industries.

Prerequisite: Business Organization and Management

Human Resource Planning, Recruitment, Selection, Training and Development (HUREONE)

This course delves into the human resource management functions of planning, recruitment, and selection, as well as of employee training and development. The course presents the various theories, practices, and practical application of the theories related to these two operative functions of HRM. A strategic approach is taken to emphasize the important role of HRM in gaining competitive advantage in the era of 21st globalization.

Prerequisite: Humabeh

Industrial Relations and Compensation Administration

(HURETWO)

This course delves on the dynamics of industrial/labor relations and compensation administration. It examines the theories, practices, issues, and practical application of the various theoretical foundations related to labor relations and compensation administration. Moreover, the course will also focus on the comparative analysis of the two operative functions of HRM as practiced in different Philippine industries and in other countries.

Prerequisite: Human Resource Planning

Operations Management (OPERMAN), 3 units

A course introducing the students to management tools related to production and operations including concepts in value analysis and appropriate technology as applied to small- and medium-scale industries.

Prerequisite: Management Science

International Business (INTERBU), 3 units

An intensive analysis of the international dimensions of business management. It includes foreign market opportunities, sales agreements, and legal framework.

Prerequisite: Must be qualified to major.

Management Research (MANARES), 3 units

This course focuses on the research process in the business setting. It also involves the use of practical examples and skill building techniques to provide a solid grounding in the planning and implementation of a research project.

Prerequisite: Business Organization, Commerce Statistics² and Management Accounting

Strategic Management (STRAMAN), 3 units

This course deals with the comprehensive and strategic approaches to management. The interaction between industry evolution, market structure and strategies of firms are taken up. The course highlights the interface between the firm and the environment and draws from the experience of students in their Internship in addressing these relationships.

Prerequisite: Management Research, Operations Management, Product Marketing, Financial Management²

Thesis Writing in Applied Corporate Management (THSAPC1), 3 units

This is an integrating course which allows the students in ACM to formalize into a thesis the

Thesis Writing in Applied Corporate Management (THSAPC2), 3 units

This is an integrating course, which allows the students in ACM to formalize into a thesis the culmination of their learning.

Prerequisite: Thesis Writing 1

THE MANAGEMENT INTERNSHIP

The Management Internship consists of three alternate trimesters of 12 weeks each, during which students undergo workplace training provided by local and multinational companies. Students are usually given duties and responsibilities under the supervision of a manager or an assigned employee of the firm. Management-assigned projects and research papers in the functional areas are some of the ideal internship activities.

Objectives

In line with the college's thrust to meet the business industry's demand for competent and well-rounded management graduates, the Management Internship aims to:

- Give the student interns exposure and experience in an actual business organization
- Enable the students to relate and apply the theories they learn in the university to real business situations and problems
- Give the students an insight on the various functional operations, processes, techniques and controls currently used in business and industry
- Develop and instill in the students a positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks and work in different departments.
- Impress on the students the importance of human relations in the workplace or business environment

Competencies

There are basic workplace competencies that ACM students are expected to develop. The fundamental skills are needed as base for further development. These include creative and critical thinking, communicating effectively, and applying technology. There are also personal management skills that drive ones' potential for growth. These are working responsibly by maintaining service excellence standards in an ethical and socially responsible manner, learning to challenge and improve oneself, and working effectively in teams.

Internship Proper

The three practicum courses are simply called Management Internship 1, 2, 3 with course codes PRCACM1, PRCACM2, and PRCACM3 respectively. For each of the internships, the student intern is required to work in a different department/function/unit of a partner company and in the three instances reporting to different supervisors.

Typical assignments have been in the area of Human Resource Management. For large companies, this is further segregated to Recruitment, Training and Development, Wellness, Employee/Labor Relations, and Compensation. Other areas include Sales and Marketing, with units like brand marketing, industrial marketing, consumer marketing, card marketing, trade marketing, business development, category sales, retail sales, commercial sales, and sales distribution. On occasion, student interns are assigned to customer service, public relations, communications, legal, purchasing, data management as well as finance and accounting.

INTERNSHIP POLICIES AND REQUIREMENTS

1.0 POLICY HIGHLIGHTS

- 1.1 The Management and Organization Department (MOD) credits internship work undertaken only while enrolled in PRCACM1, PRCACM2, or PRACM3. MOD does not entertain any student requests to credit work without enrollment.
- 1.2 A student enrolled in a management internship course cannot take any other academic or non-academic subjects within the same term except THSAPC2 and LASARE separately.
- 1.3 The internship is for 12 consecutive weeks beginning the first Monday of every trimester. The MOD does not recognize any work rendered before the official start of the internship.
- 1.4 The MOD recognizes that some company activities require students to be at the workplace beyond regular working hours, and allows this provided the intern's parents approve. However, it is the Department's policy that work conducted during the graveyard shift (10 p.m. to 6 a.m.) is **STRICTLY PROHIBITED**.
- 1.5 The MOD does not condone unprofessional behavior and unethical practices. Students should immediately inform their adviser if they are asked to do any activity that violates the Interns Code of Professional Conduct.
- 1.6 For the University to credit a student's subject, the Commission on Higher Education (CHED) rules that a student must attend at least 80% of total credit hours. Since management internships are 480, this means that an intern must render work services for at least 384 hours. Thus, MOD recognizes that interns may be absent for at most 96 hours or 12 working days, with notice. This means that the concerned student must inform the supervisor and adviser of each absence.
- 1.7 Moreover, the MOD rules that the 12 working days cannot be lumped together to shorten the 12-week internship period, whether the absences are taken at the beginning, in the middle, or towards the end of the internship. The MOD allows consecutive absences only if a student has a serious illness or has to attend to emergencies. Notwithstanding, the student must inform the supervisor, adviser, and Internship Coordinator in writing. For this purpose, the MOD accepts an e-mail correspondence.
- 1.8 Failure in a management internship renders the ACM intern ineligible to enroll in the ACM major subjects succeeding the term of management internship. The student must re-enroll in the management Internship that he or she failed.

2.0 PRE-INTERNSHIP

- 2.1 Before students undertake their first internship, they must thoroughly read and understand the Intern's Code of Professional Conduct. The Code lists the minimum behavioral expectation of students who intern. Once understood, students must affix their signature and submit the original hardcopy to the Internship Coordinator, who will file the form in the interns' folder.
- 2.2 In preparation of the real world, students will undergo the usual selection and recruitment process of the different partner companies. This means the partner companies may call them in to undergo preliminary interview or to take qualifying tests. Students will also compete against one another for the internship slots, as they will also choose among several companies.
- 2.3 Once accepted, the prospective intern must submit to the Internship Coordinator the Parent's Clearance and Waiver Form in duplicate, signed by either parent. When the Internship Coordinator receives the signed form, he/she will issue an endorsement letter to the partner company, signifying that the student is indeed an ACM student who has to render 480 hours of internship. When signed, the student hand delivers the signed Endorsement Form with the duplicate copy of the waiver form to the company.
- 2.4 Each company may have their own version of the Internship and Confidentiality Agreements. If a company does not have a standard form, a student must download the Internship Agreement and Intern's Confidentiality Agreement, then accomplish and sign the form.

3.0 INTERNSHIP PROPER

- 3.1 Interns shall comply with all the policies and directives of the respective companies where they will take their internship. Interns shall follow the work and time schedules. Consequently, declaration of "No Classes" at DLSU for special occasions does not apply to the interns. The only times that a "No Classes" announcement affects interns is (1) when the University specifically issues a directive inclusive of interns or (2) in the case of national calamity. Absences that result from these declarations will not accrue to the allowable absences for the term nor will MOD require the students to make-up for the absence. Notwithstanding, the interns must inform their respective supervisors of such directives.

- 3.2 The MOD prioritizes the welfare of its interns. Should an intern feel that he/she is subjected to any kind of workplace abuse (verbal, physical, psychological, or sexual), he/she must immediately inform the adviser who shall raise the matter to the Department. For anything to be actionable for the current and succeeding terms, properly document all events.
- 3.3 While on internship, interns must document their experience and prepare 4-week reports. The report must contain information on the work activities and accomplishments. Moreover, interns must also include skill sets they have learned for the period. At the end of each four-week period, the intern must submit this report to their respective supervisor who will then be required to evaluate and discuss the intern's performance. Thereafter, the interns submit the report with the accomplished Supervisor's Evaluation Form to the adviser at a specified time and place agreed upon by the student and adviser, but preferably during the monthly meetings set by the adviser.
- 3.4 All ACM interns are required to prepare and present an oral report (also known as the culminating activity) about their learning and experiences per management internship. It is a graded activity. Failure to comply with this activity will merit a failing grade.
- 3.5 Company representatives and the advisers attend the culminating activity of interns, usually held at the company premises. Interns are required to clear the contents of the power point presentation with their respective supervisors to avoid the divulgence of confidential information.
- 3.6 At the end of each internship period, the student must give his/her company supervisor the Supervisor's Term-End Evaluation, which will allow the supervisor to assess the performance of the student. The supervisor must accomplish the form and discuss the results with the student. Both the supervisor and the student must sign on the form. The student then submits the accomplished form to his/her adviser preferably during the culminating activity. This will be one of the bases for the student's grade for the said term.
- 3.7 During the culminating activity, advisers confer with the supervisors on the performance of the students and on the merits of the internship program. To facilitate the documentation of this conversation, advisers can accomplish or have the supervisors accomplish the Supervisor's Evaluation of the ACM Program. The adviser forwards the accomplished form to the Internship Coordinator who will tabulate and analyze with all other similar submissions. Interns may or may not be present during this discussion.

RESPONSIBILITIES OF THE SCHOOL

Among the responsibilities of the school in the Applied Corporate Management (ACM) Program, and the Management Internship (PRCACM) in particular, are the following:

Provide students with the theoretical knowledge of the different aspects of business management through the different subjects offered

Set the policies and procedures for the implementation of the Internship program

Provide students with an orientation about the Internship program

Provide students with a Internship Adviser

Coordinate with the company concerning the training of the students

Obtain feedback from the students about the effectiveness of training provided by the company

Obtain feedback from the company concerning the performance of the students

Initiate dialogue with the partner companies concerning the relevance of the curriculum

DUTIES AND RESPONSIBILITIES OF INTERNSHIP ADVISERS

Supervision of ACM interns

- a. Meet ACM interns at least twice, preferably every month, during the trimester
- b. Ensure that the ACM interns fulfill their responsibilities towards the partner companies
- c. Communicate regularly and get feedback from the ACM interns (e.g. e-mail, e-groups, etc.)
- d. Attend to the questions and concerns of the ACM interns assigned to them
- e. Reviews the monthly reports and notes absences of student-interns. ACM interns are allowed only 11.25 absences and any excess would mean a failing grade. ACM interns may make-up the excess absence by extending their internship period.

Coordination with partner companies

- a. Visit partner companies where his/her advisees are working at least once during the term.
- b. Orient the partner companies (i.e. HR managers and direct supervisors) about the ACM Program, and provide them with necessary ACM documents (e.g. program description, curriculum, list of skills students are expected to gain in the company)
- c. Ensure that the partner company provides a training schedule to his/her advisees; discuss the training schedule with the company representative to ensure that the learning objectives are met
- d. Attend to the questions and concerns of partner companies

RESPONSIBILITIES OF A PARTNER COMPANY

Among the responsibilities of the partner company in the Management Internship (PRCACM) Program are the following:

Ensure the internship program is covered by a Memorandum of Agreement duly signed by the representative of the company, ideally in the presence of the representative of DLSU-Manila, in front of a notary public.

Ensure that students undergo training related to their course, and provide the student interns with work / activities that are varied and challenging

Provide students with a formal training program or specific training schedule

Provide students with an orientation about the company and about the job

Assign an immediate supervisor who will monitor the performance of the students for the duration of the management Internship

Provide students with a comfortable work station.

Ensure a safe and conducive working environment for the student intern

Expose the students to the various stakeholders of the company

Provide compensation or allowance to student interns

Inform the school, through the adviser or coordinator, other matters related to the students' management Internship.