

The page features a decorative graphic consisting of three overlapping circles in shades of blue, arranged in a descending diagonal line from the top right towards the bottom right. Two thin, light blue lines intersect at the top left corner and extend diagonally across the page, framing the graphic and text.

# **ACM Student Orientation**

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

## 1.0 WHAT HAPPENS NEXT

If you passed the qualifying exam and the series of interviews, you are now officially an ACM student. Congratulations! After successfully overcoming the initial hurdle, you can now look forward to an exciting and challenging journey ahead.

First, you will find yourself in the company of new classmates from different blocks, all of whom have above average, if not outstanding, academic performance. Belonging to the cream of the crop is not easy because you constantly face high expectations from teachers and classmates. Fortunately, this situation has led to healthy competition within ACM blocks, enabling students to raise their collective academic performance. (It is not unusual for one entire ACM block to end up in the dean's list!) More importantly, the concentration of brilliant minds has led to a more dynamic interaction within the classroom, reinforcing the learning experience of the students.

Second, you will face the unnerving experience of having to apply for a job you need to be able to do to undergo your Management Internship. You will learn how to prepare your curriculum vitae, dress up for a job interview, and conduct yourself during an interview. You will experience filling up application forms, taking several application tests, and undergoing interviews with human resource managers and even corporate executives. Because you are competing with some of the best students for the intern slots, it is not unusual for you to be rejected or not get a position in your desired company (although the increasing number of partner companies ensures that there will be an available slot for you). This will test your perseverance, creativity, and will power to find a job. For some, it becomes a matter of choosing from several options once job offers come pouring in. This will test your ability to decide and to exercise your judgment.

Third, once you begin your internship in a particular company, you will encounter a variety of concerns ranging from waking up early, coping with your workload, and learning how to deal with your supervisor, co-workers, customers, and suppliers. While most ACM students report pleasant experiences during their Management Internship, do not discount the possibility of not-so-pleasant experiences as well. This is a reality in the actual world of work, and this is probably where deeper learning takes place. Rest assured, though, that your faculty advisers will be there to guide you along the way. In any case, upon completing your Management Internship, you will have a very clear picture of what the world of work is, an intimate knowledge of work processes, a deeper understanding of human nature, and, hopefully, a wider network of professional contacts and friends.

Finally, like other college students, the Management and Organization Department (MOD) expects you to complete an undergraduate thesis. We assure you that you would have had acquired the research, writing, and analytical skills needed as you embark on fulfilling this final requirement.

## 2.0 MANAGING EXPECTATIONS

- 2.1 The MOD is a nurturing department and the faculty members do their best so that ACM students feel the department is their second home. The MOD faculty members are extremely proud of their students who tend to excel in academics, internships, and/or extra-curricular activities. The MOD listens to its students using formal and informal structures, thus allowing the Department to be very responsive to their concerns.
- 2.2 The MOD, reviews the program so that students are prepared to face the world of work. Faculty advisers are in constant touch with partner supervisors to ensure that all parties benefit from the internship, in particular.
- 2.3 Gaining the most from the ACM program is of course the responsibility of the student. Despite efforts exerted by the MOD and partner supervisors, there will always be a handful of students, who will find difficulty in adjusting to the workplace (internship) and to the academic rigor (major subjects and thesis). This will not however stop them from striving to get their BS Applied Corporate Management degree.
- 2.4 To keep abreast with what is happening in your program, do not forget to join the ACM Yahoo! groups created for your batch. Also, accomplish ACM-F003 or the Student Information Sheet. E-mail a copy to the Internship Coordinator, who will store the information in the Department's central online file.

## 3.0 KNOWLEDGE, VALUES, SKILLS, AND ATTITUDE

- 3.1 The MOD equips students with sufficient knowledge prior to your first internship. By the time you take your first internship, you should have taken most of your accounting and mathematics subjects. You will also have basic knowledge in law, computer applications, marketing, finance, and human resources. Each time your return to school for academic workload, you will take additional subjects in finance, marketing, operations, and research. Finally, you will take integrative courses that will help you in firming your career decision choice as you embark on your last internship.

- 3.2 The MOD has made it their mission to educate business students who are ethical and socially responsible. The MOD has thus integrated ethics and social responsibility in all the courses they supervise. Moreover, they offer electives in Corporate Social Responsibility, Sustainable Organizations, Leadership, and Governance to inject the values they believe, are important to produce exemplar business leaders.
- 3.3 ACM students must possess certain skill sets that will help them succeed in the workplace. The MOD integrates many of the skills required within their subject offerings. The MOD also taps its professional organization, the Business Management Society (BMS) to organize seminars geared towards improving your abilities. Thus, throughout your program, you will receive constant exposure to the following:
- 3.3.1 Oral and written communication exercises
  - 3.3.2 Advanced computer techniques and software
  - 3.3.3 Proper office decorum
- 3.4 Partner companies expect ACM students to possess attitudes and behavior that lead to productive work. They are happy with interns who:
- 3.4.1 Show positive work attitude. Supervisors enjoy working with interns who are able to leave their negative vibes at home. The office is not your home so learn to separate your professional and personal life.
  - 3.4.2 Are punctual. Some companies and supervisors are stricter than others when it comes to punctuality and attendance. Especially in their first internship, ACM interns find it difficult to adjust to the 8-hour, 5-day schedule or have so many extra-curricular activities that they are always in a rush to leave the office. The reason the MOD does not allow its students to enroll in any other subject during the internship is that the MOD would like the interns to concentrate on the assignments that supervisors give. Key positions in student government and organizations are not advisable when enrolled in an internship.
  - 3.4.3 Respect company property, policies, and personnel. You are not to use any of the company resources for personal use. Make sure you take care of company resources as if it were your own. Always be respectful of the staff in the workplace, whether they be the janitor, students from other schools, or the company president.

- 3.4.4 Listen, learn, and show initiative. Supervisors often advise their interns to be open to new ways of doing things. They frown against those who insist on doing the task their way and who constantly complain about how the company operates. Instead of criticizing, prove that you have found a better way of accomplishing tasks. When your supervisor evaluates your performance, be more concerned about how to improve rather than spending time defending what you did. If you need help, ask for it. If you made a mistake, let your supervisor know immediately so you can both find ways on how to resolve it while the damage is not that great.
- 3.4.5 Are team players, who get along well with others. As an intern, be prepared to help. See how your assignment contributes to the overall effectiveness of the work team. Helping others and going the extra mile creates goodwill. Keep your sense of humor. Try not to overshadow the company employees and do not by pass the chain of command.
- 3.4.6 Carry themselves professionally. Supervisors like working with interns who are confident but not overbearing. Keep your emotions in check. Project a good image by dressing appropriately.
- 3.4.7 Show appreciation. Let your supervisors and co-workers know how you have gained from your internship experience. Thank them for their training, support, and feedback.

#### 4.0 PREPARING FOR THE INTERNSHIP

- 4.1 On your first year as an ACM major, you will have to enroll in Human Resource Management Part I (HUREONE) offered only in the third trimester each academic year. A prerequisite to HUREONE is Human Behavior in Organization (HUMANBE). If you fail this course, you will not be allowed to enrolled in HUREONE. Consequently, you will be delayed a whole year. Historically, there have been no failures in HUMANBE. Do not be the first one. Similarly, failure in HURONE means you cannot proceed to your internship.
- 4.2 HUREONE course focuses on Recruitment and Selection as well as Training and Development. Integrated within the course are several seminars to help you prepare for your first internship.
- 4.3 Your entry point to the recruitment process is your resume. By the time you take your HUREONE, you already know how to prepare a standard resume using the DLSU format. During your HUREONE, the faculty member will review your

standard resume and help you streamline the contents so that it becomes more appealing to partner companies.

- 4.4 Later, your HUREONE faculty will arrange for mock interviews so that you become familiar with the different types of interview questions and techniques. Sometimes, the MOD taps the BMS to hold a special seminar for this purpose.
- 4.5 Prior to your first internship, the MOD shall call for a pre-internship general assembly. Make sure you attend this assembly since the ACM Internship Coordinator will present the basic policies governing internship. Also during this time, you will become familiar with the different partner companies and the typical assignments they offer interns.
- 4.6 Also prior to your internship, the ACM Internship Coordinator will invite representatives from partner companies to introduce their companies.
- 4.7 Finally, the BMS will arrange for a session with the older batches of ACM students who will share their internship experiences with you.

## 5.0 PREPARING FOR THE THESIS

- 5.1 During your HUREONE, the faculty member shall expose you to the ACM Thesis format by requiring you to write your final paper using the prescribed format.
- 5.2 After your first internship, you will need to enroll in the Management Research (MAREACM) class. The MOD assigns only seasoned faculty researchers to handle the course. The faculty member will then guide you on how to write a high-quality thesis.
- 5.3 While you are on your second internship, the ACM Thesis Coordinator shall advise you to form into thesis groups and prepare a concept paper. You will submit the concept paper prior to the start of the trimester following your internship.
- 5.4 After your second internship, you will need to enroll in Thesis Writing Part I (THSAPC1). Within the first week of the trimester, the ACM Thesis Coordinator shall call for a general assembly. In this general assembly, the ACM Thesis Coordinator shall assign you to your thesis adviser.
- 5.5 You will work with your thesis adviser throughout the term and draft your thesis proposal. You will then defend your proposal in front of a thesis panel.

- 5.6 After your third internship, you will need to enroll in Thesis Writing Part II (THSAPC2). You will again work with your thesis adviser to complete your thesis. Close to the end of the term, you will defend your thesis in front of a thesis panel. The ACM Thesis Coordinator aims to ask you to defend in front of the same panel during your thesis proposal defense.

## 6.0 FREQUENTLY ASKED QUESTIONS

- 6.1 How do I go about finding a company to intern?

The MOD has tied up with several companies, many of which are multinational firms that have been partners since 1997. A month before every internship, you will submit your resume to the Internship Coordinator who forwards it to the partner companies. The partner companies screen the resumes and they will call you directly if they are interested to find out more about you. During the interview, they will assess whether you have what it takes to accomplish their envisioned tasks. If yes, they will ask you to intern with them.

- 6.2 Has there ever been a time that a student was unable to find a company to intern with?

Since its inception in 1997, there has been no instance when an ACM student did not find an organization to work with. However, there are rare instances when a student starts the internship at a later time than others. If this is the case, the student is asked to intern with the Department and then transfer to a corporate assignment.

- 6.3 If I am asked to go for an interview but have conflicting schedules, can I ask to reschedule an appointment?

The screening process of our partner companies is the same screening process they use when they look for employees. Similar to actual circumstances, it is possible that the individual they call has a conflict in schedule. If you find yourself in such a situation, simply inform the company representative. They will find another schedule for you. Note however that there are many applicants as well. Thus, if you reschedule, it is possible they may find someone else.

- 6.4 What if I receive an internship offer but I am still waiting for the offer of another company, how do I handle the situation?

Some partner companies are faster than others are when they process applications. Those in a rush will tend to make an offer quickly. Sometimes though, a student may want to explore other opportunities before committing. This may happen to you. If it does, be honest with the company representative. Tell the person you are still exploring other opportunities and ask for a few days to make a decision. Again, be cautious as they may make an offer to someone else.

6.5 How will I know if I want to work with the company?

It is always best to participate in all MOD and BMS activities that are geared towards preparing you for your internship. During these occasions, you will have a chance to interact with faculty advisers and older ACM batches and inquire about companies and internship assignments. Essentially, you are looking for a company where the assignment will tap into your strengths and where you find a match in culture and same value system. Do work with a company that will help you decide the career you will eventually get into.

6.6 Can I work with a company that is not a partner company?

The MOD deals with long-standing partner companies because they are familiar with the policies and procedures of the ACM internship. However, the MOD does not discount the fact that there may be other companies that may provide quality training to our students. Consequently, if you wish to explore training with other companies, you may do so. Inform the Internship Coordinator who will then make arrangements with the potential partner company.