
PRACTICUM (PRCACCT) GUIDELINES AND REQUIREMENTS

DSI Laboratory GUIDELINES and POLICIES

DSI Lab was created to assist DSI students. It offers physical business facilities, shared secretarial services, management and technical consultants, and venture capital and loan packages. To be able to carry out these functions, the following guidelines and policies should be observed by the students who will be using the facilities of DSI Lab.

1. Each group (company name: _____) of enrolled PRCENT1/2/3 students will be assigned a cubicle which will be used for the entire term. Only enrolled PRCENT1/2/3 students can stay inside the cubicle.
2. Student can avail of the services of DSI Laboratory secretary except summer term.
3. Product display areas and shared bulletin boards will be provided to each group. Posters can be displayed inside DSI Lab on special occasions/bazaar week.
4. Students can take orders and deliver the goods to the customers at DSI Laboratory receiving area.
5. The cubicles can be used as office to conduct business, to meet suppliers, and to assemble products. The assembly process should not require the use of electrical equipment, liquid, flammable/explosive substances, or any material that can be deemed hazardous to one's health and safety.
6. Students should follow the schedule set by the DSI Laboratory in the use of the cubicle.
7. Computer facilities, internet, and telephone are provided for the use of the students in the conduct of their business.
8. Printers will be provided for students' use subject to minimal fees per page of printed output.
9. Conference room is provided for meeting and other group activities/functions subject to availability. Reservation should be made at least one day before the said function with the DSI Laboratory secretary.
10. Students are expected to behave professionally inside the DSI Laboratory, keep their cubicles clean and orderly at all times.
11. Clearance from the DSI Laboratory Head will be required at the end of each trimester to all students using DSI Laboratory.
12. Violation of DSI Laboratory guidelines and policies will subject the students to disciplinary measures. For first offense, verbal warning. In case of second offense, warning with written apology addressed to the offended party. In case of third and succeeding offenses, students will be sent to the university discipline office, charged with minor/major offense under Sec 13.3.1.31 if applicable.

Conforme:

Printed Name and Signature of Student
ID #. : _____

DSI Laboratory Head