

## **VIII. MASTER OF ENGINEERING PROGRAM (MEP) PRACTICUM GUIDELINES**

### **Procedures and Guidelines:**

1. All M. Eng students are required to undergo at least 500 man-hours of practicum through OJT in an industry or company or consultancy work as a requirement for graduation. The 500 hours may be completed in two terms (equivalent to six units).
2. Students who have completed all academic requirements may enroll in practicum. The student before enrollment in Practicum 1 will be assigned a Faculty Practicum Adviser (FPA) by the Department Chair or GPC.
3. The students choose the company, industry, government or non-government institution in consultation with the FPA, where he/she will undergo practicum. The Industry-Academe Linkage office may be consulted for a list of host companies.
4. The student secures a Letter of Recommendation from the Graduate Studies Director. A template of the letter of recommendation is shown in Appendix R.
5. The student writes a Letter of Application addressed to the company or institution concerned and submits this to the company together with the Letter of Recommendation.
6. Upon acceptance, the student will be assigned an Industry Adviser by the company.
7. The student, the Industry Adviser and the FPA should meet to discuss the Practicum Project or Activity and the schedule of the practicum.
8. The student submits the following to the RASO a Practicum Program and Schedule Form/Progress Report (available at the RASO) shown in Appendix S.
9. Upon completion of every Practicum course, the student submits a Progress Report, signed by the Industry Adviser, and the Faculty Practicum Adviser to GS Office before the last day of final examination.
10. Upon completion of at least 500 hours and the Practicum Project, the student prepares the Final Practicum Report and submits four copies to the GPC.
11. The Oral presentation follows the timeline of the MS/M. Eng for final defense.
12. The student presents his Final Practicum Report before a panel composed of the Industry Adviser, FPA and two faculty members.

### **Format of the Report:**

The format of the Practicum Report follows that of the MS/M. Eng and PhD, except that the contents of the main chapters and sections are different.

The main chapters/sections of the practicum report should include the following:

#### **I. Introduction**

This chapter discusses the background of the company, GO, NGO or Institution; objectives of the practicum in the said institution; and significance of the practicum project.

#### **II. Practicum Program**

This chapter summarizes the practicum schedule, type of job or training undergone, problems encountered, lessons learned and solution.

#### **III. Practicum Project**

This chapter describes the special project, problems or consultancy work done and its corresponding solution, result & recommendations.

#### **IV. Summary and Conclusions**

This chapter gives an assessment of the practicum program and project in the said institution and recommendation for future projects.

- Bibliography
- Appendix

- must include certification of completion of practicum project.

### **Guidelines for the Panel**

1. The report should reflect mastery of the subject through practical application.
2. The panel evaluates whether the student was the one who actually performed the practicum.
3. The panel validates the experiential component of the program.

## APPENDIX R

### Template of Recommendation Letter for Practicum

Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr. / Ms. \_\_\_\_\_

This is to recommend \_\_\_\_\_, a/an \_\_\_\_\_ student of the Engineering Graduate Studies of De La Salle University to undertake his / her On-the-Job Training (OJT) in your company. A Maximum of 500 hours is required of the students to fulfill the requirements for their master's degree.

The student is required to submit to the Faculty Practicum Adviser a Practicum Proposal prior to the enrollment of Practicum I. The proposal includes the information about the student, the company (includes company name, address, telephone number, company adviser or contact person) where the student is planning to undertake the practicum, the abstract of the Special Project to be performed and the job description of the student. Performance evaluation of the student will be facilitated if a company adviser can be assigned to the student who will then coordinate with the practicum adviser assigned by the school.

The student is expected to submit a written report after Practicum I and a final report upon the completion of Practicum II. The student will likewise present orally his / her practicum report before a panel composed of the faculty adviser, company adviser (if available) and two faculty members.

In this regard, we would like to express our gratitude to you and your company for helping strengthen industry-academe linkage in our country. Giving our student this opportunity to spend some time in your company will surely help in his / her professional development. We also hope that he / she can contribute something beneficial to your company.

Sincerely yours,

\_\_\_\_\_  
Research and Advanced Studies Director

cc: Director, External Affairs, GCOE  
Department Chair

## APPENDIX S

### MEP PRACTICUM Program and Schedule form/Progress Report

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Major: \_\_\_\_\_ ID No.: \_\_\_\_\_

Name of Company/Institution: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Title of Practicum Project/Activity: \_\_\_\_\_  
\_\_\_\_\_

Brief Description of Practicum Project/Activity of Student (or Accomplished Activities):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Practicum Schedule (Date/Time): \_\_\_\_\_  
\_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Name/Signature  
Industry Adviser

\_\_\_\_\_  
Name/Signature  
Faculty Practicum Adviser

Noted by:

\_\_\_\_\_  
Graduate Program  
Coordinator

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Director  
Research and Advanced Studies