

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

**Undergraduate Practicum Policy and Guidelines**

**Introduction:**

*This document contains the general policy and guidelines for the Gokongwei College of Engineering's practicum program.*

**The content is as follows:**

- I. General Objectives 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

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

In line with the Gokongwei 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 understanding of the various operations, processes, techniques and controls presently used in industry;
- d. Develop and instill positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks and communicating effectively; 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 requisite(s) of the practicum course is defined by the different departments and are reflected in the course checklist.
- b. All Engineering students will undergo the practicum program. Except for MEM students, all engineering students are encouraged to 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 900 hours (equivalent to 22.5 weeks).
- d. A practicum adviser will be assigned for every 10 students or less
- e. A student is required to submit a final report at the end of his/her practicum.

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

- a. Every term, the GCOE External Affairs (EA) 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 look for a possible host company for his/her practicum. If the student wishes to take a practicum in a company not listed by EA Office, he/she should approach the linkage coordinator of the department to obtain approval.
- c. The students then write a letter of application addressed to the company concerned and endorsed by the department's linkage coordinator. The student may send an application letter to more than one company.
- d. The student submits this letter to the company and waits for acceptance. The student is responsible for following-up his application with the company.
- e. When the student receives an acceptance letter coming from the company, he/she must inform his/her adviser of his/her acceptance.
- f. 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.
- g. The student then processes the MOA between the company and the university and MOA between the company and the students. It should be submitted for approval by both legal offices, have it signed and notarized and distributed.
- h. Within a period of two (2) weeks from the start of his/her practicum, the student submits and accomplishes the internship plan to the adviser for approval.
- i. 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.)

- j. The student shall at all times keep all documents pertaining to his/her practicum. However, the adviser must be informed of any new documents or forms that were accomplished in relation to his/her training. He/She compiles all these documents for his/her final report.
- k. The student must comply with the general guidelines of the company regarding their own practicum program policy.
- l. The student must complete at least the minimum 480 hours and 12 weeks (900 hours or 22.5 weeks for MEM students) in one company.
- m. Upon completion, the student is required to obtain a Certificate of Completion from the company. The student evaluation form must be filled out and submitted by the company adviser online.
- n. 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 week before the grade consultation day. The students are also required to accomplish company and program evaluation online.
- o. Students who participated in immersion programs in other countries may credit his participation to his OJT hours, but not exceeding 50 hours. His participation in such programs must be certified by the department who organized the activity. The student is required to submit a reflection paper regarding his learning from the immersion program and / or company tours that he joined.
- p. Students enrolled in a practicum course cannot take any other academic or non-academic courses during 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 program of study.
- 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, provides the students with a Certificate of Completion that the student has satisfactorily completed all requirements.
- e. Through the assigned supervisor, fills-up and submit the online evaluation form.
- f. Informs the school through the adviser and/or the department's linkage coordinator 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 on the following:

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 are required to submit a bound written report at the end of the practicum period. The contents of the bound report are 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:)

- What have I learned from the experience? (Technical)
- My experiences with the people around me
- The most memorable event during my practicum
- What I can recommend for the improvement of the Practicum Program?
- My advice to those who will take their practicum in the near future.

Chapter Four : Pertinent Documents:

- Letter of Applications
- Acceptance Letter
- MOA between the Company and University
- MOA between the Company and Students
- Internship Plan
- Certificate of Completion
- Evaluation Form – ON-LINE

## **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. Sample Letter: Letter of Application
- c. Sample Letter: Letter of Recommendation (DLSU letterhead)
- d. Title Page
- e. Weekly Progress Report Format

## Sample 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*** >

External Affairs Coordinator

< *Department* >

De La Salle University



Sample Letter of Recommendation

< *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* >

External Affairs Coordinator

< *Department* >

De La Salle University

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* >

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 >

---

< Supervisor's Name >

< Position >

