Interdisciplinary Business Studies

Practicum Kit

(PRCIBS1)

**Decision Sciences and Innovation Department**

**De La Salle University-Manila**

**Interdisciplinary Business Studies (IBS) Program**

**Ramon V. del Rosario College of Business**

The Interdisciplinary Business Studies (IBS) program was developed for students of the Ramon V. del Rosario College of Business (RVR-COB) who desire to a more generalist orientation to business. In other words, it is intended for students who are interested in business, but not necessarily in specific discipline, such as accounting, finance, management, or marketing. For these students, the IBS program gives them the flexibility to design their own program of business studies.

**Course Design and Curriculum**

IBS students are required to take 54 units of the core curriculum. The core curriculum refers to the subjects that all RVR-COB students must take, regardless of their program.

The IBS curriculum capitalizes on its interdisciplinary advantage by allowing students to choose a track in the following minor disciplines:

* Business Management
* Financial Management
* Legal Management
* Marketing Management

The advantage enjoyed by an IBS student is that his or her program is the only one that allows the student to take courses in all disciplines or departments of the RVR-COB. This flexibility gives students the unique opportunity to study what is most interesting for them within the business disciplines.

**Practicum (PRCIBS)**

The objective of the practicum is to provide the student-trainees exposure and experience in an actual business organization to enable them to relate and apply the theories they learned in the classroom.

The IBS Practicum consists of ***150 hours of on-the-job (OJT)*** training as provided by local companies. Students are asked to look for companies who will be willing to accept them as trainees for one month during summer, or the equivalence of 150 hours. The nature of work that will be assigned to the student may be related to the different functional areas of business (accounting, management, marketing, finance) or research-related according to these disciplines.

Credit: three (3) units

# Internship Policies and Requirements

Aside from the policies of the Student Handbook, all interns are required to observe the following:-

**General:**

1. The requisites of the IBS Internship Program for IBS students are defined by the Decision Sciences and Innovation Department and are reflected in the course flowchart.
2. No IBS student is allowed to undertake their internship without being enrolled in the course. Internship undertaken without enrollment will not be credited.
3. All IBS students shall undergo at least 150 hours of internship as scheduled in the flowchart. Given the nature of the practicum program, the number of hours is not the gauge of the internship effectiveness. Rather, it is the level of satisfaction the client has towards the output that matters most.

**Pre-Internship:**

1. During the term prior to internship, while the Department may provide a list of client organizations, prospective interns must begin exploratory talks with prospective organizations for their internship.

2. Once a prospective intern is able to identify a suitable company, this shall be presented to the IBS practicum coordinator for approval.

3. Once accepted, the prospective intern must submit a completely accomplished Student Information Sheet together with the Parents’/Guardian Waiver form and the contract between the intern and the organization. These should be submitted to the IBS practicum Coordinator. Do note that the organization may require students to sign a confidentiality agreement.

1. Failure to submit the required documents within the time period specified by the IBS practicum coordinator would render the student as having gone against Student regulations and shall be subject to disciplinary action. Further the IBS student shall receive a grade of 0.0 for the PRCIBS1.
2. When complete documents are received, interns shall be assigned to a faculty adviser.

**Internship Proper:**

1. An intern must meet the required exposure of 150 hours in the accomplishment of the project as defined by the organization supervisor/representative.
2. While on internship, the policies of the respective organizations where the intern is assigned shall be followed. The intern must be at the workplace when it is expected.
3. An intern must stay in close coordination with his/her assigned adviser. Consequently, an intern must consult first with his/her adviser before taking any action related to the internship, e.g. change of organization, out-of-town trips, absences due to illness or fortuitous events. If the decision to change organization is approved and final, the IBS practicum coordinator must be informed since this may likely involve a change in adviser. Moreover, if for any reason, the intern feels he/she cannot communicate with the assigned adviser, then the IBS practicum coordinator must be informed.
4. All interns must meet with their advisers at least once during the internship proper. The interns must likewise set an appointment with the supervisor and the adviser. This meeting can coincide with the intern-adviser meeting.
5. While on internship, the intern is required to prepare a progress report for every 50-hours of internship proper. It is a daily account of the work activities and skills the intern has learned while undertaking the project. As agreed upon with the adviser, the intern must submit this report to their respective advisers.
6. At the end of the period, the intern must give his/her organization supervisor an evaluation form, which will allow the supervisor to assess his/her performance. The supervisor must accomplish the form and discuss the results with the intern. Both the supervisor and the intern must sign the form.
7. The student must then submit the following documents to his/her adviser on an agreed date (based on the practicum calendar), prior to adviser’s on-line grade submission day :
   1. Supervisor Evaluation form
   2. Attendance Card
   3. Individual Final Report

These will be among the basis for the student’s grade for the said term. If the documents are not submitted by the deadline, he/she shall receive a grade of 0.0.

**Other Reminders:**

1. As indicated, together with the submission of the supervisors evaluation form, the student must submit a final report to the adviser summarizing lessons learned in the company.

2. All interns are required to:

1. Conform to all the rules and regulations of the Organization while on internship
2. Perform the project assigned by the Supervisor except those that are clearly hazardous.
3. Conduct oneself with utmost professionalism careful to mind that interns carry the name of the university while on internship.
4. Submit the contracted output on time.
5. Consult with Supervisor as the need arises.

3. All interns must coordinate with their Internship Advisers and:

1. Attend meetings if set by the Adviser.
2. Arrange for supervisor visit of Adviser.
3. Submit progress and final reports to the Adviser in form and frequency as stated.
4. Communicate regularly with the Adviser to update about their practicum status and to discuss concerns, if any, regarding the internship.

4. All interns must coordinate with the IBS practicum Coordinator and:

1. Submit all required pre-internship documents on a timely basis.
2. Inform IBS Practicum Coordinator about any changes regarding the internship.
3. Follow deadlines for submission of forms, reports, and other documentation requirements.

**GRADING SYSTEM:**

|  |  |
| --- | --- |
| **CRITERIA** | **Weight** |
| Evaluation of the Company Supervisor | 50% |
| Evaluation of the Faculty Adviser (based on the progress report and final reflection paper) | 25% |
| Attendance | 25% |
| **TOTAL** | **100%** |
| *Note: Passing Grade is 70%* | |

The grading system is based on the following:

1) 50% - Evaluation by the partner company (part of the kit downloadable from the IBS practicum site to be given by the student)

2) 25% - Evaluation of the faculty adviser based on the written reports (3 progress reports every 50 hours - part of the kit to be submitted by the student; and a final integrated paper on significant learning and recommendations - essay type - also to be submitted by the student)

3) 25% - Attendance (time record from company, not a self-made report, to be submitted by the student)

# Duties and responsibilities of Internship Advisers

Supervision of IBS practicum student

1. Meet student at least once during the internship
2. Ensure that the student fulfills his/her responsibilities towards the organization
3. Communicate regularly and get feedback from the student (e.g. e-mail, e-groups, etc.)
4. Attend to the questions and concerns of the student assigned to them
5. Review the progress reports.

Coordination with partner companies

1. Visit the organization where his/her advisees are working at least once during the term.
2. Check that the organization has assigned a supervisor to monitor and supervise the work of the intern
3. Attend to the questions and concerns of the organization

**Duties and responsibilities the Interns**

Performance of Assignments

1. Conform to all the rules and regulations of the Organization while on internship
2. Perform the task assigned by the Supervisor except those that are clearly hazardous.
3. Conduct oneself with utmost professionalism careful to mind that interns carry the name of the university while on internship.
4. Submit the contracted output on time.
5. Consult with Supervisor as the need arises.

Coordination with Internship Advisers

1. Attend meeting/s set by the Adviser.
2. Arrange for company visit of Adviser.
3. Submit progress and final reports to the Adviser in form and frequency as agreed upon.
4. Communicate regularly with the Adviser to update about internship status and to discuss concerns, if any, regarding the internship.

Coordination with IBS Practicum Coordinator

1. Submit all required pre-internship documents on a timely basis.
2. Inform Coordinator about any changes related to his/her internship in the organization.
3. Follow deadlines for submission of forms, reports, and other documentation requirements.

## Responsibilities of a Partner Supervisor

Among the responsibilities of the partner organization, through its assigned immediate supervisor, in the IBS Practicum (PRCIBS1) Program are the following:

1. Provide the intern with an orientation about the company, its mission, and services.
2. Provide the intern with challenging tasks that can be accomplished in no less than 150 hours.
3. Assign a representative who would deal with the intern and provide them with information and guidance.
4. Monitor the performance of the intern for the duration of the internship by reviewing the progress report of the interns.
5. Provide the resources necessary in the conduct of internship (E.g., Supplies, photocopying expense, etc.).
6. Ensure a safe and conducive working environment for the intern.
7. Accomplish the term-end evaluation form at the end of the internship, and discuss the results of the performance evaluation with the intern.
8. Inform the school, through the adviser or coordinator, of other matters related to the students' internship.

*NEXT: PRACTICUM MATERIALS*

* Endorsement Letter
* OJT Training Agreement
* Parents'/Guardian's Certification/Waiver/Permission
* Acceptance Letter
* Student Information Sheet
* Supervisor Evaluation Form
* Practicum Progress Report
* Reflection Paper Outline/Guideline
* Final Grading Sheet

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Human Resource Management Group

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

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

Dear Sir/Madam:

We are endorsing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for his/her Intersiciplinary Business Studies (IBS) Practicum in your company.

The IBS Practicum consists of *150 hours of on-the-job (OJT)* training as provided by local companies. Students are asked to look for companies who will be willing to accept them as trainees for one month during summer, or the equivalence of 150 hours. The nature of work that will be assigned to the student may be related to the different functional areas of business (accounting, management, marketing, finance) or research-related according to these disciplines.

Since you have been cited as one of the prestigious institutions operating in the country today, we are pleased to entrust you our student’s learning experience.

At any instance during the chosen schedule for practicum, please expect a visit from one of our faculty representatives as a way of monitoring the performance of the student trainee. Likewise, at the end of the OJT period, the immediate supervisor shall be asked to evaluate the student on his or her performance.

It is understood that the student shall comply with the usual requirements of your firm regarding testing and interviews.

We look forward to your favorable response.

Thank you.

Very truly yours,

Mr. Stephan Earl Chow

IBS Practicum Coordinator

Ramon V. del Rosario College of Business

De La Salle University

**ON-THE-JOB TRAINING AGREEMENT**

This agreement is for the purpose of establishing the general conditions of the student’s training.

The COMPANY,

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

(Name and business address of the company)

agrees to accommodate the TRAINEE

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

(Name of student)

who is a/an Interdisciplinary Business Studies (IBS) student of the De La Salle University-Manila for the purpose of receiving training in various departments of the company. This training period will begin on

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will end in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(First day of training) (Last day of training)

The following terms and conditions shall govern this agreement:

1. The COMPANY shall provide the TRAINEE orientation and training on the areas pertinent to his/her line of specialization.
2. The COMPANY shall commit to take in the trainee for the current trimester/summer consistent with the requirements of the IBS Program of the DLSU-Manila.
3. The training agreement shall not, in any way, constitute an employee-employer relationship.
4. The status of the TRAINEE while on training shall be that of student-trainee. As such, he/she shall not be entitled to the compensation/benefits accorded to an employee. However, the COMPANY may grant the TRAINEE a training allowance if possible.
5. The TRAINEE shall conform to all the rules and regulations of the COMPANY while training.
6. The TRAINEE and also the COMPANY shall not divulge any information that he/she/it may have access to, and any information will only be used for academic purposes.
7. Both the COMPANY and TRAINEE have the right to pre-terminate the on-the-job training if:
   1. The TRAINEE does not show that required interest, maturity, or discipline during the training period, or if there is serious misconduct.
   2. The COMPANY does not provide the kind of responsible training as agreed upon.

The terminating party will formally inform the Program Coordinator or Faculty Adviser of the grievance before any decision to terminate is made and finalized. The Program Coordinator or Faculty Adviser will intervene in order to rectify the situation in the interest of all parties concerned.

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

(NAME OF COMPANY)

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

(NAME OF SIGNATORY) (NAME OF TRAINEE)

(Designation)

De La Salle University-Manila

Interdisciplinary Business Studies

Parents’/Guardian’s Certification of Waiver/Permission

This is to certify that I am allowing my son/daughter

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

(Name of student trainee)

to go on an on-the-job training for 150 hours from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(first day) (last day)

at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of company)

In partial fulfillment of the requirements for the degree in Interdisciplinary Business Studies\_\_\_

Major in Interdisciplinary Business Studies.

It is understood that (name of student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

will follow the policies and guidelines set by the school and abide by the rules and regulations that may be imposed by the company’s supervisor/staff-in-charge for his/her welfare and safety.

In the event that my son/daughter disregard or does not comply with the policies, guidelines, rules and regulations or instructions that may be given prior to or during the course of the Practicum by the school or its faculty, I, together with my son/daughter assume responsibility for any cause of damage or liability to person or property that may arise. In this event, I, together with my son/daughter, acknowledge no fault or liability on the part of the school or its faculty.

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

Signature over printed name of parent/guardian, date

(Please clearly indicate your relationship to the student trainee)

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

Signature over printed name of student, date

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mr. Stephan Earl Chow\_\_\_\_\_\_\_

Coordinator

INTERDISCIPLINARY BUSINESS STUDIES

RAMON V. DEL ROSARIO COLLEGE OF BUSINESS

DE LA SALLE UNIVERSITY

Dear :

We are pleased to accommodate your student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from De La Salle University for internship in our company. The student understands that he/she abides with company policies.

The details of his/her internship are as follows:

Name of Company : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Assignment : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Location : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit Head : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. Nos. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start of Internship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End of Internship : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reporting Time : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are glad to participate in your student internship program.

Very truly yours,

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

Company Representative

 **De La Salle University**

**College of Business**

**Decision Sciences & Innovation Department**

**Interdisciplinary Business Studies Program**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STUDENTS INFORMATION SHEET\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |

ID Number:

|  |
| --- |
| **Student’s Data** |

Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Last Name), (First Name) (Second Name) (Middle Initial)

Nickname : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile Number : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Yahoo Email Add : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

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

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

Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

High School Attended : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| **Parent’s Data** |

Father’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alumni of DLSU? [Yes/ No] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mother’s Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alumni of DLSU? [Yes/ No] : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brother (s) and Sister (s):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alumni of DLSU? [Yes/ No] : \_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alumni of DLSU? [Yes/ No] : \_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alumni of DLSU? [Yes/ No] : \_\_\_\_\_\_\_\_\_\_\_\_

De La Salle University – Manila

Interdisciplinary Business Studies

Supervisor Evaluation Instrument

Trainee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please write the number that best expresses your overall judgment in each given factor.

Scale Interpretation: 19-20 Outstanding

16-18 Above Average

11-15 Average

0-10 Poor

**QUALITY OF WORK** **(20%)**  \_\_\_\_\_\_\_\_

Accuracy, timeliness, completeness and orderliness of the job

performed. Ability to meet or exceed quality standards under

any given condition.

**DEPENDABILITY (20%)** \_\_\_\_\_\_\_\_

The degree to which the trainee can be depended upon to

fulfill responsibilities, implement and abide with instructions.

**INITIATIVE/DRIVE** **(20%)** \_\_\_\_\_\_\_\_

The degree to which the trainee is a self-starter in attaining

objectives of the job. Originates action or takes action

beyond what is necessarily called for.

**COOPERATION** **(20%)** \_\_\_\_\_\_\_\_

Extent of trainee’s cooperation with others, including the

ability to act jointly and company policies and procedures.

Attitudes toward safety and hygiene.

**ATTENDANCE/PUNCTUALITY** **(20%)** \_\_\_\_\_\_\_\_

Consider the number of time he or she has been late or absent

from work.

*Note: Get the total of the raw scores for the final rating. Passing is 70%*

**DEVELOPMENTAL PROFILE**

1. What are the student’s strong points?
2. What are the student’s significant limitations?

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

Name & Signature of Evaluator / Date Name & Signature of Trainee / Date

Note to the supervisor: Please discuss with the trainee the results of his/her performance evaluation. Point out his/her strengths and weaknesses, and identify three major areas for improvement.

*DE LA SALLE UNIVERSITY*

*INTER DISCIPLINARY BUSINESS STUDIES*

**PRACTICUM REPORT**

TO BE COMPLETED BY STUDENT

EVERY 50 HOURS

NAME OF TRAINEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRACIBS1 Summer/Term/SY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FACULTY ADVISER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF COMPANY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

PERIOD COVERED

DAYS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOURS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Date** | **Activities Done** | **Knowledge, values, and skills learned** |
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Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student

Noted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and signature of supervisor/Date signed

**De La Salle University**

**Decision Sciences and Innovation Dept.**

# Final Report (Reflection Paper) Guidelines

Chapter One: The Company

1. Describe how you identified the organization where you performed your practicum with.
2. Provide a brief history/background of the company you interned with. Explain what are the organization’s services and priorities.
3. Provide a brief background of your main activity/contribution.

**Chapter Two: Assessment of IBS Internship**

1. How did this internship bring you closer to meeting the objectives of the IBS program?
2. How did this internship experience help plan and manage your career path?
3. How did this internship experience help you manage your resources (personal, financial) effectively?

**Chapter Three: Reflections**

1. What one or two competencies do you believe are your strengths?
2. What one or two competencies do you believe require further development?
3. How would you go about further developing those one or two competencies?
4. What lessons do you expect to bring to future jobs?
5. How did the practicum program help you in identifying your career goal?

**Appendices**

Appendix A--Sample forms and documents if applicable (OJT schedule, sample of work done for the company)

**De La Salle University**

**Decision Sciences and Innovation Department**

# Final Grading Sheet – PRCIBS1

Student’s name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Adviser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **COMPONENTS** | **WEIGHTS** | **POINTS** |
| **Evaluation of Partner Company** (total average in Supervisor Evaluation Form) | 50% |  |
| **Evaluation of Adviser** (completion and timely submission of 3 progress reports and the final reflection paper) | 25% |  |
| **Attendance** (based on actual attendance card/report) | 25% |  |
|  |  |  |
| **TOTAL** | **100%** |  |

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Name and Signature of PRCIBS1 Adviser / Date