

# **POLICY ON SENIOR PRACTICUM (Revised 2008 Edition)**

This document shall govern the implementation of the Senior Practicum as a required course in the Information Technology education programs of the College of Computer Studies.

## **ENROLLMENT REQUIREMENTS**

1. As a general rule, the student must have pre-registered for the course. Those who have not pre-registered for the course, however, may be admitted provided that such will not require the creation of a new class or section, and only upon the approval of the department chairperson.
2. The student must have been credited with the appropriate number of academic units corresponding to one who is in fourth year standing. One is in fourth year standing if he or she has taken at least 75% of the required total number of academic units for the course program.
3. The student must present and submit the duly accomplished and signed **Waiver and Quitclaim** together with the **Undertaking**. These documents, in blank, are available from the practicum coordinator.
4. Students repeating Senior Practicum by re-enrollment will have to go through the entire process outlined herein, including rendering 200 hours of practicum work.

## **PLACEMENT REQUIREMENTS**

1. The College adopts the *purist approach*. While the College publishes a list of companies where students can apply for practicum work, students are expected to find placement on their own, subject to the approval of the practicum coordinator as to the acceptability of the organization where placement is being sought. This is without prejudice to the initiative of the College to enter into an agreement with any organization(s) for placement of its students doing practicum work.
2. The student must write an **application letter** in correct business format, attaching thereto a copy of his or her **curriculum vitae**, addressed to the organization where placement is being sought. The student is expected to keep file copies of said document, officially received by the concerned organization. These file copies will be submitted to the practicum coordinator.
3. The student should obtain a copy of the **Memorandum of Understanding**, which is an agreement between the organization where the student will be working as a trainee, and the Ateneo de Naga University. The document must be signed by a representative of the organization and returned to the practicum coordinator through the student *prior* to the start of the training.
4. The student must submit to the practicum coordinator a **work schedule** for at least 200 hours as approved by the organization where the student is doing practicum work.

## **TRAINING REQUIREMENTS**

1. The student must keep a **daily time record**. If the organization has an existing DTR system, the student should obtain a copy of the monthly report generated by said system, or a legible photocopy of the time card, signed and authenticated by the authorized person in the organization. The DTR must be submitted to the practicum coordinator at the end of the practicum period for comparison with the approved work schedule.

2. Should there be a deviation in the work schedule, the same must have approval of the organization.
3. The student must submit a **reflection paper** at the end of the practicum period.

## **OTHER REQUIREMENTS**

1. Students taking Senior Practicum shall be grouped together, each group having at most 5 members. The practicum group shall be required to conduct one IT-related community outreach project and to come up with a group legacy.
2. The students are free to be creative as to what community outreach project to conduct. Practicum groups have, in the past, adopted public schools and conducted free computer literacy training for either teachers or students or both. Others have created software for a selected beneficiary. Other projects are most welcome, subject to the approval of the practicum coordinator.
3. The students are free to be creative as to what group legacy to make. This could range from hosting and organizing a technology update seminar, inviting speakers from Manila and open to the students of the Ateneo de Naga University, to selecting, reviewing and providing technical books and references for student use. Other legacy projects are most welcome, subject to the approval of the practicum coordinator.
4. All deliverables must be submitted on time. **There is no incomplete grade in Senior Practicum.** Students will be graded based on what has been submitted. Absence of a deliverable shall receive a zero rating for that particular item.

## **DELIVERABLES**

Prior to the start of the practicum work, each student must submit the following:

1. Waiver and Quitclaim together with the Undertaking, signed by both student and parent (or guardian in case both parents are deceased, or are living more than 150 km away from the City of Naga). These documents are submitted prior to enrollment.
2. Memorandum of Understanding, signed by the authorized representative of the host organization.
3. Work schedule, as approved by the authorized representative of the host organization.

The last two documents are submitted prior to the start of practicum work. The official start of practicum work shall be reckoned from the date these documents are submitted. The date of postage for mailed documents shall be deemed as the date of submission.

At the end of the practicum work, the students must submit, individually and collectively, the following:

1. A copy of the application letter submitted to the practicum host, officially received by the same.
2. A copy of the curriculum vitae submitted to the practicum host, officially received by the same.
3. An authenticated copy of the student DTR.
4. A 5-page reflection paper which contains, among others, reflections on: (a) the process of finding practicum placement; (b) working in the host organization; (c) work; (f) most memorable practicum moment; and (g) difficulties encountered and solutions made. The reflection paper must be computer printed, using Times New Roman font size 12, with uniform margins of one inch at all sides.

5. Certificate of completion, issued by the host organization, attesting to the number of hours spent by the student doing OJT work. The certificate of completion is kept by the department, hence if you need a copy of the certificate for yourself, ask the host organization to issue two copies of the same document.
6. Outreach project documentation.
7. 5-page reflection paper on the outreach project.
8. Legacy project documentation.
9. 5-page reflection paper on the legacy project.
10. Multimedia memorabilia in mini disc, in its CD case, and complete with appropriate labels. The memorabilia CD must contain print, audio, and video information regarding the OJT program.
11. Rating form, sealed in an envelope, accomplished and signed by the authorized representative of the host organization.

## **OUTREACH PROJECT DOCUMENTATION**

The outreach project documentation must be submitted using a clearbook, the brand, make, and color of which shall be agreed upon by the students taking up senior practicum. It must have the following:

1. A cover page, which should contain the following information: (a) title of the project, (b) names of the group members, and (c) date of activity.
2. Executive summary, which describes the project in one paragraph.
3. Rationale of the project, including background and its significance.
4. General and specific objectives. There should be at least 2 general objectives, and at least 3 specific objectives per general objective.
5. Critical success factors, which are the things that must go right for the specific objectives to be attained.
6. Methodology and work plan.
7. Work breakdown schedule, with task distribution.
8. GANTT chart.
9. PERT diagram, in manpower hours.
10. Budget and funding source.
11. Conclusion and recommendations, based on an honest evaluation whether or not the specific objectives have been met, stating therein the measure or test used to indicate success or failure.
12. Photo appendices, which consist of at least four 4R photos in print, 2 prints per page, each with appropriate *formal* and descriptive label or caption.
13. Evaluation tool accomplished by the project beneficiaries, with a summarized report.
14. Certification from the authorized representative of the beneficiaries, preferably using official letterhead, as to the actual conduct of the project, mentioning therein the members of the group as project proponents, the practicum coordinator as project adviser, and the Department of Computer Science, College of Computer Studies, Ateneo de Naga University, as affiliation of the project team.
15. Other appendices as exhibits used in the project which you believe will help the practicum coordinator gauge your performance.

Non-compliance with the agreed brand, make, and color of the clearbook shall be deemed as non-submission of the documentation. The agreed brand, make, and color shall be whatever appears to be the brand, make, and color adopted by the majority.

## LEGACY PROJECT DOCUMENTATION

The legacy project documentation shall consist of the *approved* legacy project proposal, an implementation report and proof of implementation.

The legacy project proposal shall consist of:

1. A cover page, which should contain the following information: (a) title of the project, (b) names of the group members, and (c) date of activity.
2. Brief description of the project.
3. Rationale of the project, including background and its significance.
4. General and specific objectives. There should be at least 2 general objectives, and at least 3 specific objectives per general objective.
5. Methodology and work plan.
6. Work breakdown schedule, with task distribution.
7. GANTT chart.
8. Budget and funding source.
9. Implementation report. The implementation report is a narrative that details performance of the tasks as distributed, adherence to the work plan, acquisition of funding, and actual disbursement.
10. Proof of project implementation, which may be a certificate of acceptance, an acknowledgment of delivery or deployment, photographs as evidence, or any other document that may show actual project implementation.

## DEADLINES

1. The Waiver and Quitclaim, Undertaking, Memorandum of Understanding and Work schedule must all be submitted **before** the student starts working as a trainee. Thus, any practicum hours rendered prior to the submission of all the four enumerated documents shall be deemed hours *not* worked, and hence must be deducted from the total working time reported by the student.

Students doing their practicum work outside of the Bicol Region may send the above documents via postal mail. The effective submission of the documents shall be reckoned from the date of postmark.

2. All other documents and deliverables must be submitted **one week** prior to the deadline of submission of grades for graduating senior students, or one week prior to the first day of the final examinations week, both dates as indicated in the University academic calendar.

During the summer, deadline of documents and deliverables shall be June 30.

3. There shall be no extension of deadlines under any circumstance, except upon intervention of a *force majeure*.

## GRADING SCHEME

Due to the practical non-applicability of the grading scheme as enunciated in the Student Handbook, the following grading scheme shall be adopted:

Rating from the Host	25%	The rating from the host organization shall be based on the official rating form, subject to a 10-point deduction for those forms submitted unsigned and/or unsealed.
Rating from the Coordinator	25%	The rating from the coordinator shall be based on the form and substance of the documentation for outreach and legacy with equal weight given to each, thus: $\frac{1}{4}$ compliance to form of the outreach documentation, $\frac{1}{4}$ compliance to form of the legacy documentation, $\frac{1}{4}$ substance of the outreach documentation, $\frac{1}{4}$ substance of the legacy documentation.
Requirements Compliance	25%	Compliance to requirements is merely evidentiary. Rating is given on whether a requirement has been submitted or not without regard to contents for as long as there is substantial compliance with the specifications as spelled out in this document. Non-submission of any of the following will merit a zero-rating for this item: outreach project documentation, legacy project documentation, rating form, certificate of completion, and the documents prerequisite to enrollment.
Reflection Papers	25%	The 3 reflection papers shall be graded with equal weights, that is, a third of this item shall be based on one reflection paper. Basis of the grade shall be primarily the content, although grammar will also be taken into consideration. Cap on the rating shall be based on the number of pages, i.e. 5 pages can get a maximum rating of 100; 4 pages can get a maximum rating of 80; 3 pages can get a maximum rating of 60; 2 pages can get a maximum rating of 40; 1 page can get a maximum rating of 20.

## COMPLAINTS AND APPEALS

Complaints and appeals regarding these policies and its implementation should be made in writing, and in the following order: first, to the practicum coordinator; if unsatisfied with his/her decision, to the department chairperson; and if still unsatisfied, to the dean. Complaints about or appeals from the decision of the dean should be brought to the academic vice president. Non-exhaustion of these remedies may be invoked as basis for the denial of any complaint or appeal.