



## ROLES AND RESPONSIBILITIES OF PRACTICUM STUDENTS

The Practicum/Internship/On-the-job Training is a three-way contract between the student, De La Salle Lipa, and Company/Institution. During the practicum period **students** are expected to:

1. enroll oneself to the necessary Practicum subject prior the onset of the Practicum duty;
2. attend the necessary school initiated orientation, seminar, workshop needed prior the Practicum duty;
3. be aware of the necessary requirements and procedures to be completed;
4. scout for companies for possible Practicum / OJT experience;
5. prepare and submit the necessary documentary requirements to the company such as: endorsement letter, acceptance form, waiver, practicum agreement, cover letter and resume;
6. submit the necessary signed documentary requirements to the teacher-in-charge / Practicum Coordinator such as: copies of signed acceptance forms, signed waivers, proof of practicum enrolment, practicum agreement;
7. attend the necessary Company orientation, upon acceptance of the company;
8. recognize that he/she is not a visitor in the company/institution. His/her role is to provide value to the organization by working hard and smart, thus, will benefit the company and at the same time his/her goals;
9. observe demeanor and work habits consistently appropriate to the policies/rules/guidelines of the company or institution. Student is the ambassador of the school to the professional community and should represent De La Salle Lipa in a positive manner;
10. have personal responsibility for the success of his/her internship/practicum program;
11. make an effort to understand what is expected and what is not clearly understood – ask questions;
12. approach works diligently, take responsibility and be willing to act on his/her own initiative where appropriate;
13. be punctual and observe rules governing time practices and dress code;
14. be motivated and enthusiastic;
15. use employment facilities in accordance with the employer's code of practice;
16. participate in firm's social activities where appropriate;
17. speak not at all, or if necessary, be very careful to other students, faculty, and associates about confidentiality of information that may have the potential to damage reputation – including your own/school; and
18. submit the final requirements to the Teacher-in-Charge/Practicum Coordinator such as: Daily Time Record, Certificate of Completion, Practicum Journals and Documentations.

I fully accept and understand my roles and responsibilities in the Practicum Program.

Conforme

\_\_\_\_\_  
Name of Student Trainee / Date

Noted by,

\_\_\_\_\_  
Teacher-in-Charge / Date