



**ROMBLON STATE UNIVERSITY
COLLEGE OF ENGINEERING AND TECHNOLOGY
ODIONGAN, ROMBLON**



Introduction:

This document contains the general policy and guidelines for the College of Engineering and Technology practicum program.

- A. General Objective of the Program
- B. General Requirements of the Program
- C. Procedures and Guidelines
- D. Duties and Responsibilities of a Host Company
- E. Duties and Responsibilities of the Practicum Coordinator/Adviser
- F. Duties and Responsibilities of the Parents/Guardian
- G. Duties and Responsibilities of the Student/Trainee
- H. Grading System
- I. General Practicum Written Report Format
- J. Final Report Presentation Format
- K. Sample Forms and Documents
- L. Practicum Calendar

A. GENERAL OBJECTIVE OF THE PROGRAM

In line with the College of Engineering and Technology thrust to meet the industry's demand for technically competent and well-rounded Engineering graduates, the practicum program aims to:

- a. enable the students to apply and appreciate the relevance of classroom learning to the actual work setting.
- 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 insight of the various operations, processes, techniques and controls presently used in industry;
- d. develop and instill a positive attitude, self-confidence and self-motivation required of a responsible professional in handling tasks; and
- e. Inculcate to the student the importance of human relations in the working place or environment.
- f. provide the students an avenue to improve the basic competencies of the programs of Engineering curriculum.

B. GENERAL REQUIREMENTS

- a. Students of the College of Engineering and Technology who finished the required units prerequisite to the course may enroll for OJT;
- b. Transferees and/or students who have graduated or completed another degree program and are enrolled in a second program must

complete at least two semesters with 12 units of professional subjects per semester in the University.

- c. A student trainee/intern must be at least 18 years old;
- d. A student trainee/intern must meet the required minimum hours of exposure as stipulated in the respective engineering program curriculum;
- e. A student trainee/intern is required to submit all documents pertaining his/her application and acceptance for OJT;
- f. A student trainee/intern is required to submit his/her attendance and accomplishment form and a monthly report;
- g. The student trainee/intern will be evaluated by his/her supervisor from the company periodically;
- h. The student trainee/intern is required to submit a final report at the end of his/her practicum;
- i. The student trainee/intern must be physically, mentally, and emotionally fit, as contained in the physical and psychological examination certified by the University Physician or DOH Accredited Clinics and Hospitals.

c. PROCEDURES AND GUIDELINES

- a. A term before the student plans to enroll for practicum; he/she must consult the Department Chairperson for possible list of Industries. If the student wishes to take a practicum in a company not listed by the dean, he/she should obtain approval from the Department Chairperson.
- b. The student writes a LETTER OF APPLICATION addressed to the company concerned. The student may send to more than one company.
- c. The student secures his LETTER OF RECOMMENDATION or LETTER OF ENDORSEMENT from the College Dean or in the absence of the College Dean, from the Practicum Coordinator/Adviser.
- d. The student hand-delivers or mails the letters to the company and waits for acceptance. The student is responsible for following-up his LETTER OF APPLICATION with the company.
- e. When the company accepts the student for practicum, the company must fill up the LETTER OF ACCEPTANCE which the student must collect and submit to the Practicum Coordinator/Adviser before the start of his/her practicum.
- f. The Practicum Coordinator/Adviser must in turn coordinate and confirm with said company regarding the student's acceptance to undergo practicum with them. The College Dean and the company's representative should agree on the period and schedule of the

student's practicum through signing of MEMORANDUM OF AGREEMENT.

g. The student then submits the WAIVER FORM signed by his/her parent or guardian to his/her adviser.

h. The student must submit a copy of the following documents before the start of his/her practicum: LETTER OF APPLICATION, LETTER OF RECOMMENDATION OR LETTER OF ENDORSEMENT, ACCEPTANCE LETTER, MEMORANDUM OF AGREEMENT and WAIVER FORM.

i. The student can then enroll for the practicum subject and starts his/her practicum on the recommended date.

j. Within a period of two (2) weeks from the start of his/her practicum, the student submits and accomplishes the TRAINING SCHEDULE FORM and shows this to the Practicum Coordinator/Adviser for comments and approval.

k. The student must record his daily attendance indicating the arrival time and departure time. The supervisor must also have it signed daily. The DAILY ATTENDANCE RECORD must be submitted to the Practicum Coordinator/Adviser on a weekly basis and must be compiled and attached in the FINAL REPORT.

l. The student is required to make a MONTHLY REPORT that encompasses the daily accomplishments or daily activities. The Practicum Coordinator/Adviser checks this every Month.

m. The student should at all times keep all documents pertaining to his/her practicum. However, the Practicum Coordinator/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.

n. The student must comply with the general guidelines of the company regarding their own practicum program policy.

o. The student must complete at least the minimum hours as required in the curriculum in one company. If for any valid reason, he/she cannot comply with the required minimum hours in one company, he/she has to look for another company and complete the remaining hours there. This has to be done upon approval of the Practicum Coordinator/Adviser and the College Dean. The requirements as stipulated in Chapter III Sections b until Section m of these Guidelines must also be repeated by the student.

p. While the student is on practicum, the Practicum Coordinator/Adviser may go for surprise visit and evaluation.

- q. Upon completion of the required minimum hours and the tasks given by the company, the student is required to obtain from the company the following documents: (a) CERTIFICATE OF COMPLETION and (b) FINAL EVALUATION FORM.
- r. The FINAL EVALUATION FORM will be provided by the Practicum Coordinator/Adviser two weeks before the scheduled term examination.
- s. The student is then required to prepare a written report as outlined in the GENERAL WRITTEN REPORT FORMAT, and submits this to the Practicum Coordinator/Adviser during the scheduled final examination of graduating students.
- t. Final Presentation of Practicum Report will be done a week before the scheduled Final Examination of Graduating Students.
- u. Any problems that the student may encounter in the company must be reported to his/her supervisor. However, in the case that the problem cannot be solved by the supervisor, the student must immediately report the incident to the Practicum Coordinator/Adviser for possible action.
- v. Any student who has committed severe violation /grave misconduct to the company's rules and policies are subject for disciplinary action by the Office of Student Affairs.

D. DUTIES AND RESPONSIBILITIES OF THE HOST TRAINING ESTABLISHMENT (HTE)

- 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 course.
- b. Ensures a safe working environment for student 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. Assigned supervisor will have the responsibility of monitoring the activities and tasks performed by the student including the signing of his/her daily attendance and accomplishment and perform periodical assessment on the progress of the student.
- e. Upon completion of the required number of hours, requires the student to submit to the Practicum Coordinator/Adviser a Certificate of

Completion stating the student's general performance and that the student has satisfactorily completed all requirements.

f. Through the assigned supervisor, fills-up the Evaluation Form, signs and submits this to the Practicum Coordinator/Adviser through the student.

g. Informs the University through the Practicum Coordinator/Adviser and/or the College Dean of the matters related to the student's practicum program in the company.

h. Makes sure to provide the trainees experience and enhancement in the competencies provided in the programs respective CMO's.

E. DUTIES AND RESPONSIBILITIES OF THE COORDINATOR/ADVISER

The Practicum Coordinator/Adviser is responsible for taking the necessary actions in briefing the students and providing them the guidelines in the performance of their duties.

Following are the responsibilities of the Practicum Coordinator/Adviser:

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 course.

b. The Practicum Coordinator/Adviser prepares the practicum materials.

c. The Practicum Coordinator/Adviser updates forms relating to practicum.

d. The Practicum Coordinator/Adviser establishes communication with the student trainee's Supervisor during the Practicum hours.

e. The Practicum Coordinator/Adviser performs managing and evaluation of the student trainee.

f. The Practicum Coordinator/Adviser computes the final grade of the student based on the existing Grading System.

F. DUTIES AND RESPONSIBILITIES OF THE PARENTS/GUARDIAN

The Parents/Guardian of the student is/are the partners of the Practicum Coordinator/Adviser and the Host Company's Supervisor in monitoring the activities and accomplishments of the student.

Following are the responsibilities of the Parents/Guardian:

a. To encourage the student to carry out effectively his/her duties and responsibilities.

b. To share responsibilities for the conduct of the student while in the program.

- c. Co-signs the Training Contract to manifest approval or consent to the training of their children/spouse; and
- d. Issue waiver duly signed.

G. DUTIES AND RESPONSIBILITIES OF THE STUDENT

The student/trainee must always observe discipline and right conduct. The student must also abide by the following duties and responsibilities:

- a. S/he should not engage in any form of intimate relationship with clients, staff and on-site intern supervisor.
- b. S/he is not allowed to invite/entertain personal visitors in the practicum site.
- c. S/he should avoid incessant talking and loitering in the practicum premises.
- d. Cellular phones and other electronic gadgets should be turned-off or set on a silent mode when s/he is on duty.
- e. The student/trainee should not engage in any form of gambling/drinking intoxicating beverages and the like while on duty or off duty within the practicum site premises.
- f. The student/trainee must comply to OJT guidelines and procedures provided by the Practicum Coordinator/Adviser

H. GRADING SYSTEM

The student will be graded based on his performance and compliance to the policies and guidelines provided. The following statements will be the grading system for the duration of the student's practicum.

30% Rating given by the Practicum Coordinator (from the HEI) based on the following breakdown:

- Compliance in the Initial Documents (10%)
- Evaluation grade during site visits (5%)
- Assessment of accomplishments (5%)
- Final Paper Presentation (10%)

70% Rating given by the Practicum Supervisor (from the Host Company) in the Periodic Evaluation Form

- Basic Competencies (25%)
- Core Competencies (25%)
- Overall performance (20%)

I. **GENERAL PRACTICUM WRITTEN REPORT FORMAT**

Title Page

Approval Sheet

Acknowledgement

Table of Contents

Chapter 1 INTRODUCTION

Discuss all about the program you are involved

Background

Objectives of the Program

Importance of OJT/ practicum

Brief History/Background of the Company/Company Profile

Chapter 2 ON-THE-JOB/ PRACTICUM ACTIVITIES

Weekly Progress Reports Compilation and Documentation

- Daily Attendance and Accomplishment
- Weekly Report
- Documentation (Pictures at work)

Chapter 3 ASSESSMENT OF PRACTICUM PROGRAM

(Reaction Paper by the Student: answering the following questions)

- 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.

Appendices: Pertinent Documents

- Letter of Application
- Letter of Endorsement
- Letter of Acceptance
- Memorandum of Agreement
- Waiver Form
- Training Schedule Form
- Certificate of Completion
- Evaluation Forms

J. FINAL REPORT PRESENTATION

Title Slide –

Venue of Practicum

Inclusive Dates

Name of Student

Position Held (if applicable)

Slide #1 –

Company Profile

Slide #2 –

Summary of Accomplishments

Slide #3 –

Documentation (Pictures at work)

Slide #4 – # 9 –

Assessment of Practicum Program

Slide #10 –

Final Words

K. SAMPLE FORMS AND DOCUMENTS

APPLICATION LETTER

<Date>

<MR./MS. CONTACT PERSON>

<Position>

<Company Name>

<Company Address>

Dear Sir/Madam:

I am a graduating Bachelor of Science in _____ Engineering student of Romblon State University. In partial fulfillment of the requirement of this degree, I am required to have an On-the-Job Training (OJT) for a minimum of _____ hours starting _____.

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 Contact Number>

Noted:

ENGR. _____
_____ Dept. Chairperson

LETTER OF ENDORSEMENT

<Date>

<MR./MS. CONTACT PERSON>

<Position>

<Company Name>

<Company Address>

Dear Sir/Madam:

This refers to the requirement of the Bachelor of Science in _____ Engineering curriculum of Romblon State University for students to undergo an On-the-Job Training (OJT) for a minimum of _____ hours in any company with engineering 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 Engineering 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 you kind consideration and support.

Very truly yours,

ENGR. _____
_____ Dept. Chairperson

LETTER OF ACCEPTANCE/CONFIRMATION

Date

TO WHOM IT MAY CONCERN:

This is to inform you that _____, On-the-Job Training (OJT) applicant is accepted to have his/her practicum on this company beginning _____ until _____.

Name of Business: _____
Business Address: _____
Contact Number/s: _____

Certified true and correct,

Signature over Printed Name

Position

Date Signed

MEMORANDUM OF AGREEMENT
(Sample only. The Company and the HEI may agree what must be the content of the MOA)

This Memorandum of Agreement made and executed between:

The **Romblon State University – College of Engineering and Technology** with office address at Barangay Liwanag, Odiongan, Romblon represented in this Agreement by **DR. ARNULFO F. DE LUNA, President, Romblon State University** herein referred to as the **UNIVERSITY**;

and

_____, a domestic corporation duly organized and existing under Philippine Laws with office/business address at _____, represented herein by _____, hereinafter referred to as the **COMPANY**.

Witnesseth:

The parties hereby bind themselves to undertake a Memorandum of Agreement for the purpose of supporting the UNIVERSITYS on-the-job training for student-trainees under the following terms and conditions:

1. The UNIVERSITY shall be responsible for briefing the on-the-job student-trainees who intend to conduct practicum exposure in the COMPANY as part of the UNIVERSITY'S curriculum;
2. The UNIVERSITY shall provide the on-the-job student-trainee the basic orientation on work values, behavior, and discipline to ensure smooth cooperation with the COMPANY;
3. The UNIVERSITY shall issue an official endorsement vouching for the well-being of the on-the-job student-trainee which shall be used by the COMPANY for processing the application of the student-trainee;
4. The UNIVERSITY shall voluntarily withdraw a student-trainee who is found to misbehave and/or act in defiance to existing standards, rules, and regulations of the COMPANY and impose necessary university sanctions to the said student-trainee;
5. The UNIVERSITY shall see to it that the on-the-job student-trainee have acquired insurance in an accredited insurance company before commencing the practicum.
6. The UNIVERSITY shall inform the student-trainees to be personally responsible for any and all liabilities arising from negligence in the performance of his/her duties and functions while under training;
7. The COMPANY may grant allowance to student-trainee in accordance with the COMPANY'S existing rules and regulations;
8. The COMPANY, upon consultation with the UNIVERSITY, may require qualified students to submit themselves to examinations, interviews, and file pertinent documents to support their application;

9. The COMPANY is not obliged to employ student-trainee upon completion of the training;
10. The COMPANY is responsible in providing the trainee/s experience, exposure and/or improvement of their basic and (more importantly) their core competencies in the real-world setting.
11. The COMPANY through the immediate supervisor or through the Human Resource Department or equivalent offices shall ensure that the practicum a student undergoes is technical in nature and related to the student's present course.
12. The COMPANY shall ensure a safe working environment for student undergoing practicum.
13. The COMPANY shall assign 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. The assigned supervisor will have the responsibility of monitoring the activities and tasks performed by the student including the signing of his/her daily attendance and accomplishment and perform periodical assessment on the progress of the student.
14. The COMPANY shall inform the University through the Practicum Coordinator/Adviser and/or the College Dean of the matters related to the student's practicum program in the company.

The duration of the program shall be equivalent to _____ working hours unless otherwise agreed upon by the COMPANY and the UNIVERSITY;

Any violation of the foregoing covenants will warrant the cancellation of the Memorandum of Agreement by the COMPANY within thirty (30) days upon notice to the UNIVERSITY.

This Memorandum of Agreement shall become effective upon signature of both parties and implementation will begin immediately and shall continue to be valid hereafter until written notice is given by either party thirty (30) days prior to the date of intended termination.

In witness whereof the parties have signed this Memorandum of Agreement at _____ this _____ day of _____, 20____.

For the COMPANY

For the UNIVERSITY

 <Name of Supervisor>
 <Business Name>

 DR. ARNULFO F. DE LUNA
 President, Romblon State University
 Liwanag, Odiongan, Romblon

Community Tax No:

Date of Issue:

Place of Issue:

Community Tax No:

Date of Issue:

Place of Issue:

SIGNED IN THE PRESENCE OF:

Representative of the Company

Practicum Coordinator/Adviser

ACKNOWLEDGEMENT

Before me, a Notary Public in the province of Romblon, personally appeared _____ and _____ with Community Tax Certificates indicated above, known to me to be the same persons who executed the foregoing instrument and they acknowledged to me that the same is their free will and voluntary deed and that of the institutions herein represented.

Witness my hand and seal on this ___ day of _____ 20__ in Odiongan, Romblon

Doc. No. _____:

Page No. _____:

Book No. _____:

Series of _____:



ROMBLON STATE UNIVERSITY
COLLEGE OF ENGINEERING AND TECHNOLOGY
Odiongan, Romblon
Telephone number 567-5588



PARENTS'/GUARDIAN'S CERTIFICATION OF WAIVER/PERMISSION

_____ Date

TO WHOM IT MAY CONCERN:

This is to certify that I am allowing my son/daughter, _____ to go on practicum (on-the-job training) for a minimum of _____ hours on _____ until _____ at _____ in partial fulfillment of the requirements for the degree in Bachelor of Science in _____ Engineering.

It is understood that he/she abides by the rules and regulations that may be imposed by the Supervisor/Staff-in-Charge for his welfare and safety.

I fully agree to waive any responsibility on the part of Rombion State University, the Administration, Faculty, and Staff, in case of untoward incident that may happen to my son/daughter during the duration of the practicum.

Name of Parent/Guardian

Signature

Date

Student's Name: _____

Home

Address: _____

Boarding House Address: _____

Student's Contact Number/s: _____

Parent/Guardian's Contact Number/s: _____

ACKNOWLEDGEMENT

Before me, a Notary Public in the province of Romblon, personally appeared _____, with community tax certificate number _____ issued on _____ at _____, known to me to be the same person who executed the foregoing instrument and she/he acknowledged to me that the same is her/his free will and voluntary deed and that of the institutions herein represented.

Witness my hand and seal on this ___ day of _____ 20__ in Odiongan, Romblon

Doc. No. _____:
Page No. _____:
Book No. _____:
Series of _____:

TRAINING SCHEDULE FORM

Proposed Activities	How the activities will be performed	Trainer	Time Line	Expected Output
(This is to be filled up by the Practicum Coordinator based from the Program CMO's competencies and skills to be acquired by the Trainee.)				
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Company Supervisor's Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date			
<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Student Intern's Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date			

DAILY ATTENDANCE AND ACCOMPLISHMENT FORM

(Please keep one copy of this form and give one to the Company to serve as a sign-in sheet to document your internship hours)

Student Name: _____

Internship Site: _____

For the Period _____
Beginning date

To _____
Ending date

Date	Morning INOUT		Afternoon INOUT		Overtime INOUT		Accomplishment/s	Total Hours	Verified By
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									
TOTAL HOURS for the week:									
Previous Hours Worked			Total Hours Worked				Remaining Hours		

I CERTIFY on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival at and departure from office.

Company Supervisor's Signature

Date

Student Intern's Signature

Date

WEEKLY PROGRESS REPORT

<Student Name>
Week #: _____
<inclusive Dates>

Duties Performed this week:	
What new training/s took place this week?	
What were your major accomplishments based from the Proposed Activities in your Training Schedule Form? Provide a detailed description of the tasks involved in the accomplishment.	
PROPOSED ACTIVITY/IES	ACCOMPLISHMENTS
What problems have you encountered this week?	
How did you overcome or solve those problems?	
List one or two goals you have set for yourself next week.	

Noted by:

<Supervisor's Name>
<position>

2 inches

ON-THE-JOB TRAINING (Title)

conducted at
<Company Name>
<Company Address>

6 spaces

A Report Presented to
The Faculty of the College of Engineering and Technology
Romblon State University
Odiongan, Romblon

6 spaces

In Partial Fulfillment
Of the Requirements for the Degree
Bachelor of Science in Agricultural Engineering

<Student's Name/s>
1 space
<Date Submitted>

1 inch

EVALUATION SHEET

Name of Student:						
(Please check one) <input type="checkbox"/> Midterm Evaluation <input type="checkbox"/> Final Evaluation						
Practicum Site:						
(Please rate the student based on the given areas. Write the numeric value on the rating column)						
AREA	5	4	3	2	1	Rating
WORK ATTITUDE/HABITS						
Attitude Towards Work	Outstanding interest/patience	Very interested/patience	Average interest/patience	Somewhat indifferent	No interest/patience	
Courtesy	Naturally polite and respectful to superior/peers	Often times show politeness and respect to superior/peers	Shows courtesy but slightly arrogant to superior/peers	Shows respect but is arrogant to superior/peers	Needs improvement on courtesy	
Dependability	Completely dependable	Above average	Usually dependable	Sometimes careless	Unreliable	
Initiative	Self-starter	Shows initiative most of the time	Shows initiative sometimes	Frequently needs prompting	Needs to be told what to do	
Interpersonal Skills	Always works well with others	Often works well with others	Sometimes works well with others	Some interpersonal difficulties	Major interpersonal difficulties	
Punctuality and Attendance	Never been late nor absent	Seldom late or absent	Sometimes late or absent	Often times late or absent	Very poor attendance	
PERSONAL APPEARANCE						
Grooming	Well groomed and wears uniform all the time	Displays good grooming and wears uniform most of the time	Shows good grooming but seldom wears uniform	Seldom manifest good grooming and seldom wears uniform	Needs improvement on grooming	
PROFESSIONAL COMPETENCE						
Judgment	Exceptionally mature	Above average	Average	At times uses poor judgment	Consistently poor judgment	
Productivity	Highly productive	Above average in productivity	Expected level of productivity	Less the expected	Low productivity	
Quality of Work	Excellent	Very good	Average	Below average	Very poor	
TRAINING PROGRESS – KNOWLEDGE AND SKILLS						
List the competencies that the student trainee must acquire/ learn (Based from the CMO's of the program and the HTE's line of Service)	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
	Excellent	Very good	Average	Below average	Not Observed	
Describe the student's strong points:						
Describe the student's areas that need improvement:						
This report has been discussed with the student: <input type="checkbox"/> Yes <input type="checkbox"/> No						
Supervisor's Signature over Printed Name				Student's Signature		
Date:				Date:		

L. PRACTICUM CALENDAR

ACTIVITY/DOCUMENT/S TO BE SUBMITTED	DUE DATE
Initial Documents <ol style="list-style-type: none"> 1. Letter of Application 2. Letter of Endorsement 3. Letter of Acceptance 4. Signed Memorandum of Agreement 5. Waiver Form 6. Training Schedule Form 	
Checking and Recording of Weekly Report (beginning _____ until _____) <ol style="list-style-type: none"> 1. Daily Attendance and Accomplishment 2. Weekly Report 	
Prelim Evaluation	
Midterm Evaluation	
Final Evaluation	
Certificate of Completion Note: You must submit this as soon as you finish your practicum and upon receiving said certification.	
Final Report	
Presentation of Final Report	