

## Required Practicum Report

*Upon completion of the required hours for OJT, the student must submit a written report on the Practicum experience he/she has just undergone.*

- Line Spacing: Double spaced
- Font: Times New Roman
- Font Size: 11
- Paper Size: Short Bond
- Margin: Top – 1.25, Bottom – 1, Right – 1, Left – 1.50
- Folder: Clear sliding folder (*color corresponding to your course*)

### **Contents of the Report:**

#### **COVER PAGE** (*Please see attached sample*)

#### 1.0 Introduction

- 1.1 Company History
- 1.2 Products/ Services Offered by the Company
- 1.3 Company Organization (present an organization chart)

#### 2.0 Company Analysis

- 2.1 Strengths and Weaknesses of the Company
- 2.2 Opportunities for Expansion and Threats Besetting the Company
- 2.3 Comparative Analysis with Competitors (Financial and Narrative)

#### 3.0 Nature of Work

- 3.1 Job Application (How were you able to join the company)
- 3.2 Job Description (Position/Title of the Job)
- 3.3 Job Specification (What are the detailed functions of your job?)

#### 4.0 Work Experience

- 4.1 Initial Reactions upon Joining the Company
- 4.2 Problems and Hindrances Experienced in the Line of Duty
- 4.3 Working Environment
- 4.4 Contributions to the Company
- 4.5 Experiences Gained and Knowledge Applied

#### 5.0 Personal Opportunities

- 5.1 Prospects of Staying with the Company after Graduation
- 5.2 Job Requirements
- 5.3 Opportunities for Promotion and Fringe Benefits
- 5.4 Possible Career in the Company upon Graduation

#### 6.0 Conclusion

- 6.1 Personal Views on the Practicum just Completed
- 6.2 Recommendations for this Line of Work

#### **REFERENCES** (*Observe proper citation. Use APA Style*)

## **APPENDICES**

- A – Resume
- B – Letter of Recommendation
- C – Letter of Acceptance
- D – Daily Time Record
- E Certification of Practicum Completion
- F – Performance Appraisal Form
- G – Exhibits (Pictures)