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Lesson Proper for Week 15

TITLE PAGE

The title page is the first page of your article, and therefore it is important to have a well-formatted title page that represents your paper. This page includes the name of the school, the title of your written work, presented to, submitted by, and date submitted.

APPROVAL SHEET

The approval page is the second page in your document, and it also follows an official standard. The purpose of the approval sheet is to prove that the student has passed the partial requirements for the practicum program. This is reviewed and approved by the practicum coordinator and program head.

Checklist for Approval Sheet

- · Title of document is the same as what appears on title page.
- The title of document and author's name written in capital letters.
- · Author's name is the same as what appears on title page.
- · All committee member names on the Approval page are spelled correctly and have appropriate credentials next to each person's name.

DEDICATION

A dedication is usually the short section in the paper's front part. People mention every name and relation in this part, which inspired them to complete the project. However, it's not the same as a typical acknowledgment. You can dedicate your paper to anyone you know, both personally and professionally.

The writer's dedication indicates their appreciation and respect for significant individuals in the writer's life. The dedication is personal; thus, any individuals named are frequently unrelated to the dissertation topic.

Some learners dedicate dissertations to relatives, immediate family, or significant individuals who have supported them or played a role in their lives.

ACKNOWLEDGEMENT

The acknowledgments differ from the dedication in one significant way: the acknowledgments recognize individuals who have supported the writer's scholarly efforts related to the project/program or who have held a role in the writer's academic career.

The acknowledgments are the place to recognize, by name, the contributions of the mentor, the committee members, and individuals who helped with the project/program (e.g., librarians, statisticians, editors, etc.). Finally, the acknowledgments are the place to express gratitude for using copyrighted or otherwise restricted materials, as appropriate.

TABLE OF CONTENTS

The table of contents is an organized listing of your document's chapters, sections, and, often, figures, clearly labeled by page number. Readers should be able to look at your table of contents page and understand the sequence of your paper, enabling them to skip to any relevant section or sub-section.

PARENTS/GUARDIAN'S CERTIFICATE OF WAIVER/PERMISSION

This section contains the certificate of waiver/permission that your parents/guardian allows you to participate in the onthe-job training program and understand that the student will abide by the rules and regulations imposed by the supervisor/staff-in-charge for his/her welfare and safety.

This also contains the agreement to waive any responsibility from the Bestlink College of the Philippines and/or its representatives for any untoward incident that may happen to the students during practicum.

ENDORSEMENT LETTER

An endorsement letter is a letter to endorse a student to undergo training in a company. The practicum coordinator writes this letter to support the fact that the student being endorsed by them is a good candidate or a trustworthy person, and they are assuring for it, in one sense or another.

ACCEPTANCE LETTER

An acceptance letter is a letter you receive from the company informing you that you have been accepted to become a trainee.

1.0 IMPORTANCE POINTS IN PRACTICUM

1.1 OBJECTIVES IN PRACTICUM

In this section, you will state here your practicum objectives. Your objectives should describe concisely what the practicum is trying to achieve. Summarize the accomplishments a student needs to accomplish through the training. An objective must be achievable, i.e., it must be framed keeping in mind the available time, infrastructure required for research, and other resources. Your objectives should be stated using action verbs that are specific enough to be measured, for example: to compare, to calculate, to assess, to determine, to verify, to calculate, to describe, to explain, etc. Avoid the use of vague non-active verbs such as: to appreciate, to understand, to believe, to study, etc., because it is difficult to evaluate whether they have been achieved.

1.2 GUIDELINES/ POLICY BEFORE PRACTICUM

This section contains the guidelines and requirements before practicum. You can refer to the practicum manual.

2.0 THE WORKPLACE

2.1 COMPANY PROFILE

A company profile is a description of all the relevant elements of a business or company. It is a summary that communicates essential information about the entity. A company profile includes business name, founder's name, products and services, the year, and the reason the company was founded.

2.1.1 COMPANY HISTORY

Company history is a narrative recreation of the events that shaped the organization's values and characteristics. From its foundation to the organization's current state, your company history should include key events and milestones throughout its existence.

2.1.2 COMPANY MISSION AND VISION

A Mission Statement defines the company's business, its objectives and its approach to reach those objectives. A Vision Statement describes the desired future position of the company. Elements of Mission and Vision Statements are often combined to provide a statement of the company's purposes, goals and values.

2.1.3 COMPANY CORE VALUES

This section contains the company's core values. As a definition, company core values are the clearly stated principles about the organization's vision, mission, and principles. That way, everyone is aligned around a guiding philosophy to serve employees, customers, and the broader community.

2.1.4 COMPANY ORGANIZATIONAL CHART

An organizational chart is a diagram that visually conveys a company's internal structure by detailing the roles, responsibilities, and relationships between individuals within an entity. Most organizational charts are structured by using the "hierarchical" model, which shows management or other high-ranking officials on top, and lower-level employees beneath them.

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