

Jessica Sugay
& Jal de Vera

CS 199.1 / MIS 199
PRACTICUM ORIENTATION
FOR SY 2015-2016

Objectives of Practicum

- Allow students to apply IT/IS knowledge and problem solving skills to real-life situations in a professional context
- Prepare graduates for a future career in IT by helping them identify and hone specific skills during the practicum program

Core Competency Requirements

- Practicum will be assessed based on the Core Competencies that you are expected to develop

IT Skills	Soft Skills
<ul style="list-style-type: none">• Computer Application Systems• Information Technology and Tools• Management• Problem Solving• Systems Development Methodologies• Systems Theory and Concepts	<ul style="list-style-type: none">• Communication (Oral and/or Written)• Interpersonal Relationships• Management• Professionalism

Choosing a Practicum Site

- Practicum work should be systems-related
- Clerical, secretarial, or data entry work is not acceptable
- Students should not be related by blood or affinity to their direct supervisor or the owner of the company
- Practicum work shall be rendered in 240 service hours, or its equivalent workload, subject to the coordinator's approval

Industry

- ABS-CBN
- Accenture
- ADB
- Allied Bank
- Anino Games
- AppSource, Inc.
- Azeus Systems
- BDO
- BlastAsia, Inc.
- Cambridge University Press
- Chikka Philippines
- China Bank
- Citibank N.A.
- Citisec
- Coca-Cola Philippines
- CodeFlux
- DBP

Industry

- ◉ DuPont Far East
- ◉ Emerson
- ◉ Financial Times
- ◉ Fisher Rosemount
- ◉ Focus Global
- ◉ Globe Telecom
- ◉ GSIS
- ◉ HP
- ◉ HSBC
- ◉ Indra
- ◉ IBM Philippines
- ◉ Inkstone, Inc.
- ◉ Johnson & Johnson
- ◉ Macquarie Group
- ◉ Maersk Global
- ◉ Manila Water
- ◉ Manly Plastics
- ◉ Megaworld

Industry

- Metrobank
- Misys International Banking Systems
- Nestle Philippines
- Novare Technologies
- Orange & Bronze
- Petron Corporation
- PCSO
- PJAA
- PLDT
- Pointwest Technologies
- P&G
- Rockwell Land
- Sabre Airline Solutions
- Smart Communications
- Siemens, Inc.

Industry

- Stream Global Services
- Think Tank Software Lab
- Touch Solutions, Inc.
- Toyota Philippines
- Transcom Asia
- Tsukiden Global Solutions
- UCPB
- UniLab
- Union Bank
- United Nations
- Wideout Technologies

Alternative: Research

- ◎ Students can apply to DISCS for a Research Practicum, wherein they will do work related to research projects
 - Pedestrian
 - Data Mining
 - Mobile Applications
 - Affective Computing
 - Applications in Health and Medicine
 - Networks and Network Applications

PRACTICUM PROCESS

Semester before Practicum

1. All students are required to complete the **Practicum Orientation** prior to:
 - a. Securing a Practicum Site
 - b. Registering for the Practicum Course

Semester before Practicum

2. Student secures placement in an organization
 - a. Refer to the list of accredited companies from the Ateneo Placement Office (APO)
 - b. Submit a resume and cover letter to APO (or to the company)
 - c. APO submits the resumes and cover letters to partner companies
 - d. Companies set up interviews with applicants
 - e. Companies inform the student of acceptance

Semester before Practicum

3. Upon acceptance, the student must seek the **approval** of the Faculty Practicum Coordinator and complete the **Practicum Approval Form**.
4. The student will register for the Practicum Course in the Summer of the Senior Year.

Practicum Implementation

1. Discuss the scope of work and potential products/deliverables with the Industry Mentor/Supervisor.
2. Finalize the **Learning Contract**, which includes the **Summary of Core Competencies** and the **Scope of Work**.
3. A week after the Practicum start date, submit the Learning Contract to the Faculty Practicum Coordinator (usually done online).

Practicum Implementation

4. Initiate the **Midpoint Review** at the time designated in the Learning Contract.
 - a. Complete the Midpoint Review Form with your Industry Mentor/Supervisor
 - b. Submit the Midpoint Review Form, Updated Scope of Work and Core Competencies to the Faculty Program Coordinator

Practicum Implementation

5. Submit the **Practicum Report** by the deadline given by the Faculty Practicum Coordinator to be eligible for presentation.
6. The **Final Practicum Presentation** is a summary of your experience, which you will present to the Coordinator.
7. Complete the **Practicum Evaluation Form**.

Evaluation and Grading

Evaluation from Mentor/Supervisor	70%
Final Practicum Presentation	15%
Submission of Required Supporting Documents	10%
Submission of Practicum Evaluation	5%

Practicum Timetable

Month	DISCS	Student	Industry Partner/ Supervisor
January to February	Provide the Practicum Orientation	Attend the Practicum Orientation Apply for Practicum	Screen Practicum Applicants
March	Approve Practicum Approval Forms submitted by Student	Submit Practicum Approval Form to Coordinator.	Inform Student of Acceptance
June	Evaluate and Endorse the Learning Contract	Start of Practicum Accomplish and Submit the Learning Contract	Give Input and Sign the Learning Contract

Practicum Timetable

Month	DISCS	Student	Industry Partner/ Supervisor
June to July		Accomplish and Submit the Midpoint Review	Give Input for Midpoint Review
July to August	Evaluate the Final Practicum Report Evaluate Experience Presentation	Submit Final Practicum Report Present Practicum Experience Submit Practicum Evaluation Form	Submit Supervisor's Evaluation Form

FAQs

- Can I apply and work for a company that is not included under the APO?

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- YES, as long as you can prove that the company is legitimate (SEC registration, TIN, website, etc).

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Can I work abroad?

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- Job fairs, Moodle announcements, and walk-ins.

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- YES, you're sooo lucky 😊

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- Since I will enrol for Practicum, do I have to regularly go to class in campus as well?
- NO! Because if you have go to school, then I have to go to school as well. That would be sad.

FAQs

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What if I don't get a job?!?

FAQs

- What if no one wants me?
What if I don't get a job?!?
- In the history of Practicum, every DISCS major has gotten a job. Don't be a history-maker.

QUESTIONS?

jsugay@ateneo.edu
jdevera@ateneo.edu

Announcements and Requirements will be posted on the

Practicum 2015

Moodle site.