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**LIST OF ABBREVIATIONS**

BSND	Bachelor of Science in Nutrition and Dietetics
CMO	CHED Memorandum Order
CHED	Commission on Higher Education
COMM PRAC	Community Practicum
FS PRAC	Foodservice Practicum
HOSP PRAC	Hospital Practicum
ND	Nutrition and Dietetics

UNIVERSITY OF SANTO TOMAS  
COLLEGE OF EDUCATION

BACHELOR OF SCIENCE IN NUTRITION AND DIETETICS  
PRACTICUM POLICY STATEMENTS AND GUIDELINES

Effectivity: First Term, AY 2016-2017

## **I. ON PRACTICUM RATIONALE**

In accordance with the pertinent provisions of RA No. 7722, otherwise known as the "Higher Education Act of 1994", and for the purpose of rationalizing Nutrition and Dietetics Education in the country with the end in view of keeping apace with the demands of global competitiveness, the following policies, standards and guidelines for Nutrition and Dietetics Education are hereby adopted and promulgated by the Commission. Thus the Commission on Higher Education promulgates its mission:

Adequate nutrition is essential of total wellness and national development. The nutrition and dietetics profession is committed to the promotion and maintenance of optimal nutrition of individuals and groups in the population.

Total wellness is achieved through an application of the integrated knowledge in foods, nutrition and allied fields. The development of a human resource base equipped with appropriate knowledge, attitude and skills in the aforementioned areas through quality formal education is imperative in fulfilling this mission.

### **A. COURSE INFORMATION**

Course Title	Supervised Field Experience
Course Code	HOSP PRAC FS PRAC COMM PRAC
Course Credit Units	HOSP PRAC 4u FS PRAC 4u COMM PRAC 5u
Course Pre-requisites	Completion of all Professional Courses
Course Co-requisites	N/A

### **B. PRACTICUM INTENDED LEARNING OUTCOMES**

1. Demonstrate competencies in understanding relevant theoretical and practical knowledge of food and nutrition in the fields of public health, medical nutrition, and food service.
2. Demonstrate understanding of the standards and procedures in the different nutrition practicum sites.

3. Demonstrate competencies in the execution of the standards and procedures in community, hospital and food service institutions.

### C. PRACTICUM TIMELINE

Tasks and Activities	Time-Frame
Practicum Orientation with Parents	November
Practicum Conforme Signing and Submission	After orientation
Submission of the following <ul style="list-style-type: none"> <li>✓ Medical certificate</li> <li>✓ Photocopy of the following: urinalysis, CBC, fecalysis, X-ray</li> <li>✓ Hepatitis Vaccine Certificate</li> <li>✓ 2 pcs. 1x1 picture with white background and with complete name</li> </ul>	First and second week of December
Submission of Application for Recommendation letter for Food Service Practicum together with: <ul style="list-style-type: none"> <li>✓ Temporary transcript of records</li> <li>✓ Registration form</li> <li>✓ On the Job Training Waiver Form (ANNEX B)</li> <li>✓ On the Job Training Permission Form (ANNEX C)</li> </ul>	Third week of January
Release of Endorsement letter (ANNEX D)	First week of February
Practicum Proper	Second Term
Practicum Coordinator Visits	Comm : once a week Hosp : once a week FS : at least 2x per rotation
Post Practicum Reports and Other Requirements Submission	20 days after the last day of practicum duty
Practicum Grades Release and Posting	Last week of May

## II. ON PRACTICUM APPLICATION

### POLICY STATEMENT

The Nutrition and Dietetics Department maintains a rigorous application process for practicum that will ensure the academic preparation and physical and psychological fitness of the BSND Practicumer.

**POLICY GUIDELINES**

1. A fourth year BSND student who is enrolled during the first term should make sure that all the academic requirements for practicum are completed by the end of the term before going through the application process.
2. The following requirements must be completed and submitted by the applicant:
  - a. Attendance to the practicum orientation
  - b. Temporary Transcript of Records as of Term 1 of the current academic year duly certified by the Registrar's Office.
  - c. Physical Examination Results from the UST Health Service certifying fitness for practicum
  - d. Certification of Psychological Fitness from the Career and Counselling Office of the College of Education
3. The applicant must meet the requirements of all prerequisite courses in professional education before he/she can qualify for practicum. An individual inventory of courses taken will be done by the Department Chair for this purpose.
4. If an applicant is found to be physically unfit by the UST Health Service, medical intervention must be done until clearance is secured. Application for practicum shall be extended for the concerned student/s but will only last up to the deadline of enrollment for 2nd Term. The same applies for psychological fitness, to be facilitated by the Career and Counselling Office of the College of Education.
5. Upon completion of requirements and satisfaction of all prerequisite courses, the applicant may enroll for practicum.
6. The qualified Practicumer will be issued a copy of the Practicum Handbook. He/She must sign the conform to the practicum policies and guidelines before he/she can commence with his/her practicum.
7. On Hospital Practicum, students shall be deployed in different partner hospitals by the coordinator. Hospital assignments shall be decided upon by the Department Chair and Practicum Coordinator for Hospital Dietetics Practicum.
8. On Community Practicum, all practicumers shall undergo training under the supervision of the partner institution only. In the event that the student is not allowed to join the "live in" practicum training due to health/medical reasons, special arrangement can be done subject to the approval of the Dean.

9. On Foodservice Practicum, the student may choose his/her foodservice affiliation from the list of partner institutions (ANNEX A). An endorsement letter (ANNEX D) will be issued upon submission of all the above mentioned requirements. (only one endorsement letter will be issued at one time).
10. In case of change of practicum site (foodservice only), the practicum must inform the coordinator and the department chair for proper endorsement.
11. Students are not allowed to start the practicum training without any the above stated requirements.

### **III. ON PRACTICUM PROPER**

#### **A. ON HOSPITAL DIETETICS PRACTICUM**

##### **POLICY STATEMENT**

The Nutrition and Dietetics Department provides a supervised practicum experience to its students enabling them to apply the theories and concepts learned in the professional and specialization courses thus building their capacity in a hospital setting.

**Number of Units:** minimum of 192 hours (4 units), 24 days (8 hours/day)

##### **POLICY GUIDELINES**

1. The Nutrition and Dietetics Department shall enter into a formal agreement with a Tertiary Hospital for the supervised hospital experience of senior nutrition students. A Memorandum of Agreement (MOA) stipulating the terms of the off-campus practicum and signed by the Hospital Director or his representative, and the Vice Rector for Academic Affairs of the University of Santo Tomas shall govern the conduct of the hospital practicum.
2. Hospital practicum shall last for a minimum of 24 days (8 hours/day).
3. The following must be delivered by the Hospital Dietetics Practicum in terms of:  
**Clinical Phase:**
  - a. Prepare nutritional and dietary evaluation of patients by evaluating their diet history/food intake.
  - b. Interpret and transcribe diet prescription accurately.
  - c. Give appropriate diet counseling and participate in ward rounds by the health team.
  - d. Conduct at least one mothers', patients' or parents' class.
  - e. Plan and prepare therapeutic diets.
  - f. Assist in the supervision of the tray line.
  - g. Prepare and present a case study.

**Administrative Phase:**

- a. Plan, evaluate and adjust menus.
  - b. Identify and compare different purchasing methods.
  - c. Use appropriate measures of storeroom control and costing.
  - d. Prepare and standardize quantify recipes.
  - e. Apply skills in food presentation and services.
  - f. Apply management skills in the hospital and dietary services.
  - g. Familiarize oneself with kitchen and dining room lay out, equipment, their care, operation and maintenance.
  - h. Evaluate and apply existing sanitation and safety practices.
  - i. Determine food cost and per capita of one day's menu.
  - j. Prepare budget and monthly report.
4. The practicumers are expected to accomplish the following activities:
    - a. Nutritional and dietary history preparations
    - b. Diet prescription interpretation
    - c. Diet counseling
    - d. Ward rounds
    - e. Nutrition education
    - f. Planning and preparation of therapeutic diet
    - g. Supervision of tray line
    - h. Case study
  5. The practicumers shall abide by the rules and regulations set by the partner hospital for a smooth conduct of their training.
  6. Each practicumer shall keep and maintain a journal where he or she records his/her day-to-day experiences/observations/learnings, which will be checked by the practicum coordinator during her visits.

**B. ON COMMUNITY PRACTICUM****POLICY STATEMENT**

The Nutrition and Dietetics Department provides a holistic supervised field experience to its students with practical application of theories and principles food and nutrition in a community setting through organized community efforts.

**POLICY GUIDELINES**

1. The Nutrition and Dietetics Department shall enter into a formal agreement with an NGO with organized community nutrition program for a supervised field experience of senior nutrition students in community nutrition. A Memorandum of Agreement stipulating the terms of the off-campus practicum and signed by the Director of the institution or his representative, and the Vice Rector for Academic Affairs of the University of Santo Tomas shall govern the conduct of the community nutrition practicum.



2. The community field experience shall last for a minimum of 250 HRS (8 hours/day).
3. Live-in immersion in the community is encouraged for a more holistic and realistic experience.
4. The community nutrition practicumers/affiliates are expected to undergo the following activities as per CMO 54: s2006:
  - a. Orientation to be conducted by the host organization
  - b. Community Organization/Social Preparation
  - c. Community Diagnosis/Nutritional Assessment
  - d. Program Planning
  - e. Training of Barangay Implementors/Leaders
  - f. Implementation/Supervision
  - g. Monitoring/Evaluation/ Reporting

### **C. ON FOODSERVICE PRACTICUM**

#### **POLICY STATEMENT**

The Nutrition and Dietetics Department provides a holistic foodservice practicum through supervised field experience in a foodservice institution to its students where practical application of theories and principles underlying foods and foodservice management in school, commercial, industrial, hotel, or hospital foodservice institution is realized .

#### **POLICY GUIDELINES**

1. The Nutrition and Dietetics Department shall enter into a formal agreement with a Foodservice Institution for the supervised field experience of senior nutrition students in foodservice management. A Memorandum of Agreement stipulating the terms of the off-campus practicum and signed by the Director/Manager of the institution or his representative, and the Vice Rector for Academic Affairs of the University of Santo Tomas shall govern the conduct of the foodservice practicum.
2. The foodservice practicum will last for a minimum of 200 hours (25 days @ 8 hrs/day).
3. The qualified Senior Nutrition Students shall make sure that all requirements for Foodservice practicum (as stated above) are accomplished before the submission of request for endorsement letter.
4. The practicum is not allowed to start the training without the endorsement letter.

5. Practicum training of any student in an institution that is not in the list of partner institutions is considered **INVALID**.
6. The practicum shall accomplish a journal for his/her day to day experiences/observations/learnings, to be checked by the practicum coordinator during her visits/rounds.
7. The practicum is expected to undergo the following phases of foodservice training:
  - a. Orientation by the Foodservice Institution
  - b. Menu Planning and Evaluation
    - 1) Planning menus and menus for different occasions
    - 2) Main menu adjustments
    - 3) Evaluation of menus
  - c. Purchasing
    - 1) Preparation of market list and food specification
    - 2) Identification and comparison of purchasing methods
    - 3) Price canvass
    - 4) Preparation of purchase order
    - 5) Distribution of purchase order
  - d. Familiarization with bid condition
  - e. Storeroom Control: Receiving, Storing and Issuing
    - 1) Inspection and receiving deliveries
    - 2) Familiarization of storeroom procedures
    - 3) Requisitioning goods and supplies
    - 4) Storage room inventory – physical and perpetual
    - 5) Use of storeroom control forms
  - f. Production: Standardization of Recipes, Preparation of Quantity recipes and utilization of leftover
    - 1) Familiarization of forecasting method
    - 2) Preparation of production schedule
    - 3) Determination of yield per unit purchase
    - 4) Standardizing recipes
    - 5) Preparation of Quantity Recipes
    - 6) Portion Control
    - 7) Minimizing and utilize leftover
  - g. Food Presentation and Services
    - 1) Plating and Garnishing Foods
    - 2) Preparing and arranging the buffet table counter
    - 3) Waiting on the Table
    - 4) Supervision of Service in the dining area

- h. Personnel Management
    - 1) Familiarization with organizational set-up
    - 2) Supervision of Employees
    - 3) Preparation of work schedule
    - 4) Conduct time and motion study, personnel training program
    - 5) Personnel Training Program
  - i. Equipment Operation, Care and Maintenance: Foodservice Layout and equipment needs, equipment care, operation, maintenance and sanitation
    - 1) Familiarization with kitchen and dining room layout, equipment operation, care and maintenance.
    - 2) Evaluation of existing kitchen and dining room equipment and layout
    - 3) Design foodservice layout and equipment needs
    - 4) Evaluation of existing sanitation and safety practice
  - j. Sanitation and Safety
    - 1) Application of sanitation and safety procedures using HACCP.
    - 2) Evaluation of existing sanitation and safety practices.
  - k. Cost control
    - 1) Recipe costing
    - 2) Budgeting
    - 3) Preparation and analysis of Profit and Loss Statement. Gross and Net Profit, Operating expenses.
  - l. Proper waste management and resources conservation
  - m. Developing marketing techniques
8. Upon completion of the training, the practicum student shall submit the completed evaluation form ( ANNEX F ) of the immediate training supervisor together with the certificate of completion.
  9. The practicum report ( ANNEX E ) will be submitted 20 days after the last day of duty in the foodservice.
  10. The Practicum Coordinator should make a regular visit to the practicum sites ( at least 2x for every rotation) for supervision, checking of journals and make sure that the students are properly placed in the areas of foodservice.
  11. Practicum Visitation form ( ANNEX G ) should be accomplished every visit and to be submitted to the Dean's Office through the Department Chair for future reference.

#### IV. ON PRACTICUM PROFESSIONAL BEHAVIOR

##### **POLICY STATEMENT**

The Nutrition and Dietetics Department commits itself to forming future Professional Nutritionist-Dietitians whose actions define a high degree of ethical and professional behavior.

##### **POLICY GUIDELINES**

1. The Nutrition and Dietetics Practicumer must observe regularity and punctuality in attendance.
2. Duty hours may be arranged according to the department/institution needs and the schedule of students in their academic courses (duty hours may be as early as 4:00 AM or late until 9:00 PM).
3. For Community Practicum, Student affiliates start duty hours at 8:00AM and end at 5:00 PM. However, for *live-in program*, students may go to the community as early as 7:00AM but must be in their house by 6:00PM.
4. The Nutrition and Dietetics Practicumer is given an off duty once a week. Students may expect scheduled duties even on holidays (i.e Christmas day).
5. The Nutrition and Dietetics Practicumer may be given special duty hours to do case study work, or to make-up for any deficiency.
6. The Nutrition and Dietetics Practicumer may seek special permission either from the staff dietitian or the training coordinator if he/she wants to be excused from the hospital premises during work hours or in case of emergency leaves. Absences without permission particularly while on duty will be subject to disciplinary actions.
7. The Nutrition and Dietetics Practicumer must file a written explanation within two (2) days after his/her absence. Failure to submit a written explanation renders the unauthorized, hence student will be marked absent.
8. The Nutrition and Dietetics Practicumer shall have corresponding make up duty hours for all absences (excused or unexcused) incurred as determined by the practicum coordinator, or as stipulated in the student handbook.
9. The Nutrition and Dietetics Practicumer may be excused by the college from his duty only if proper formal communication from the faculty coordinator is submitted.

10. Students who by any incidence damage/lost property/equipment and supplies of the institution shall be responsible for the repair or replace the item with the same specifications.
11. The Nutrition and Dietetics Practicumer must observe **proper grooming**. Prescribed uniform by the host organization must be strictly followed, and ID must be worn at all times. For males, they must come with white v-neck undershirt and black socks. Clean cut for the hair. For females, wearing of hair color, nail polish with a loud color, or excessive accessories is not allowed.

**In the Hospital:**

- Practicumers should wear clean, flat, and close-toe shoes.
- Practicumers should always carry the necessary articles: nameplates, ballpens, notebook, ID issued by the institution, and other articles assigned by the staff dietitian.
- Practicumers should always wear clean white cap, laboratory gown or apron, mask during dishing out or while on food production area.
- Practimers should wear clean *white blazer* with nameplate while conducting ward rounds (wear mask when interviewing patients under isolation, reverse isolation or those with communicable diseases).

**In the Community:**

- The Community Nutrition Practicum Affiliates should wear the prescribed shirt and jeans by the host organization. No short pants, plunging necklines, body hugging shirt, and skimpy skirts;
- Wearing of expensive jewelries and sunglasses are highly discouraged.

**In the Foodservice:**

- The Nutrition and Dietetics Practicumer in the foodservice must wear the prescribed uniform of the foodservice institution or wear black pants or skirt and white polo or blouse when in the dining area; and wear the chef's uniform with hairnet and cap while in the kitchen. This comes with plain, white inner shirt.

12. The Nutrition and Dietetics Practicumer must maintain utmost professionalism in dealing with the Supervisors, patients, community, and other students/co-affiliates. Professional distance must be observed inside and outside the class.
13. The Nutrition and Dietetics Practicumer must maintain a working environment conducive for the efficient discharge of functions. Thus, his/her assigned holding rooms/kitchen/dining area/assigned houses must be kept clean at all times. Noise must also be kept at a tolerable level. Personal effects, such as styling of hair must be done at the comfort rooms and not at the kitchen or dining area.

14. The Nutrition and Dietetics Practicum must submit his/her requirements complete and on time. He/She must always meet deadlines set.
15. The Nutrition and Dietetics Practicum must observe proper decorum, especially when in front of patients, diners, and people in the community. He/She must deal with administrators, mentors, and colleagues with utmost respect.
16. The Nutrition and Dietetics Practicum must maintain professional decorum while on duty. Avoid familiarity with the department employees and other members of the health care team.
17. The Nutrition and Dietetics Practicum is expected to abide by the rules and regulations prescribed by the host institution.
18. The Nutrition and Dietetics Practicum should put aside outside concerns to give full attention to learning. If personal problems become overwhelming, the practicum must seek the assistance of the Practicum Coordinator.

## **V. ON PRACTICUM DISCIPLINE**

### **POLICY STATEMENT**

The Nutrition and Dietetics Department maintains a set of disciplinary actions, as provided for in the student handbook, that will ensure the holistic formation of the Nutrition and Dietetics practicumers.

### **POLICY GUIDELINES:**

1. Failure to accomplish assigned task/s or an infraction of the policies on professional behavior will merit the Practicum a corrective and reflective action.
2. If the infraction is committed for the first time, the Practicum Coordinator shall call the attention of the Practicum.
3. If the same infraction is committed for the second time, the Practicum Coordinator shall require the Practicum to report to the Department Chairperson.
4. If the same infraction is committed for the third and succeeding times, the Practicum shall be pulled out from the practicum site and shall be required to render community service to be determined by the Department Chair.
5. The grade of the Practicum shall be held until corrective action is satisfied or the community service hours are served.

6. For infractions not covered by this manual , the rules, due process, and sanctions of the Student Handbook shall be followed.
7. The Student Practicum should notify the training coordinator or staff dietitian in charge for any absences ahead of time by telephone or thru SMS.
8. The Student Practicum who will incur absences, one day of excused absence, is equivalent to one day make-up. For absences due to illness, medical certification from licensed physician is required. It should be written on a stationary with letter head and if possible and preferably from the student's clinic. This should be submitted to the training coordinator with twenty four (24) hours from the time of return to duty. Failure to submit the medical certificate makes the absence invalid. Hence, absence is considered unexcused. Therefore, make up of three (3) days for one day absence is required.
9. For absences not due to illness (i.e death in the family), a certification from parents or guardian stating the reason for such an absence is to be submitted on return to duty.
10. Practicum students should synchronize their watches with standard department time.
11. Students with deficiencies will be given incomplete grades until they have complied with all the requirements

## **VI. ON PRACTICUM DOSSIER**

### **POLICY STATEMENT**

The Nutrition and Dietetics Department ensures the comprehensive documentation of the practicum experience through the production of a practicum dossier.

### **POLICY GUIDELINES**

1. In partial fulfillment of the requirements in Supervised Field Experiences (Hospital, Community, and Food Service), the ND Practicum must produce one practicum dossier for each phase.
2. A journal must be accomplished to scribe down day to day experiences/learnings, which will be checked by the coordinator during visits.
3. Twenty (20) days after the last day of duty in the foodservice, a practicum report must be submitted, following the format provided for (see Annex A ) together with

the journal, certificate of completion, and evaluation form accomplished by the immediate supervisor.

4. Three copies of community practicum report is prepared. One copy is submitted to the partner community, one for the host organization, and one for the department.
5. Compilation of the hospital case study is submitted together with the final evaluation/grade given by the training coordinator.
6. The Practicumer shall follow the prescribed format for practicum report (Annex A).

### **VIII. ON PRACTICUM-RELATED PROTOCOLS**

#### **POLICY STATEMENT**

The Nutrition and Dietetics Department adopts practicum-related protocols that support the effective and smooth conduct of supervised field experience in hospital, foodservice, and community to ensure harmony with existing policies of the University and the College.

#### **POLICY GUIDELINES**

1. Assignment of practicum sites in hospital and community are determined by the practicum coordinator and the department chair according to the requirements of the partner institution.
2. In case of requests due to sickness, and other **valid** reasons, special arrangement can be made with the approval of the Dean through the Department chair.
3. In cases of foreseen absence/s, the ND Practicumer must inform the Practicum Coordinator in writing with supporting documents.
4. In cases of medical or emergency absence/s, the ND Practicumer must immediately inform the Practicum Coordinator through mobile communication. A formal letter of excuse duly signed by the parent or guardian with supporting documents must be submitted upon return.
5. The ND Practicumer may only be absent for a maximum of 20% of the total number of practicum hours required. When he/she meets the said number of hours, he/she will get a grade of FA (Failed Due to Absences).



## **IX. ON PRACTICUM GRADING**

### **POLICY STATEMENT**

The Nutrition and Dietetics Department maintains a system of grading that ensures the holistic and objective assessment of the performance of the Nutrition and Dietetics Practicumers and serve as guide in their pursuit of excellence.

### **POLICY GUIDELINES**

#### **A. HOSP PRAC**

1. The ND Practicumer is evaluated by their corresponding supervisors and overall evaluation is made by the practicum coordinator. The components of which are determined by the hospital training coordinator.
2. The evaluation by the training supervisor will be added to the grade of the dossier.
3. The final grade components will be:
  - a. Practicum Evaluation by the training supervisor
  - b. Practicum Dossier
  - c. Peer Evaluation

#### **B. COMM PRAC**

1. The grade for COMM Prac will be based on the following components:
  - a. Individual Performance
    - 1) Household Baseline Information (HBI)/ OPT
    - 2) Diary
  - b. Group Performance
    - 1) Program Implementation
    - 2) Program Plan and Final Report/ Accomplishment
  - c. Behavioral/Attitudinal (Peer Evaluation)
    - 1) Punctuality
    - 2) Compliance to Rules & Regulations
    - 3) Sense of Responsibility
    - 4) Rapport (Co-affiliates & Community)
    - 5) Creativity/Resourcefulness
    - 6) Leadership Qualities

#### **C. FS PRAC ( see Annex B)**

## ANNEX A

## LIST OF PARTNER INSTITUTIONS

<b>HOSPITAL</b>
Manila Doctors Hospital
Philippine Heart Center
University of Santo Tomas Hospital
<b>FOODSERVICE</b>
Bistro Academy
Myons Fine Dining Restaurant
Sweet Inspirations Restaurant
Philippine Heart Center Foodservice
<b>COMMUNITY</b>
Nutrition Foundation of the Philippines, Inc

## ANNEX B



**UNIVERSITY OF SANTO TOMAS**  
**College Of Education**  
**Nutrition and Dietetics Department**

**ON-THE-JOB TRAINING WAIVER FORM**

I am \_\_\_\_\_, \_\_\_\_\_ years old and a fourth  
 FIRST NAME MI LAST NAME

year student of the UST College of Education. In partial fulfillment of the requirements for my degree in Bachelor of Science in Nutrition and Dietetics, I shall be undergoing an On-the-Job Training at :

\_\_\_\_\_

\_\_\_\_\_

Name/Address of Practicum Site/s

starting from \_\_\_\_\_ until \_\_\_\_\_ for a total of \_\_\_\_\_ hours.

*In relation to the said On-the-Job Training:*

1. I take it as my responsibility to take the necessary precautions to avoid or get involved in any incident that could cause loss, damage or injury to my own person or that of another;
2. I understand that it is my responsibility to fully ascertain, if necessary with the help of a medical professional, my physical and mental fitness to join such activity;
3. I understand that I must be sufficiently healthy or free from any medical condition that maybe exacerbated or aggravated by my participation in such an activity. Should I be suffering from any medical condition that maybe exacerbated or aggravated by participating in such activity, I commit to immediately report the same in writing to the assigned faculty coordinator and to excuse myself from the said activity.
4. I hereby declare that I understand and should strictly observe the Partner Institution's and UST's rules on security and confidentiality of business information and other regulations that may be implemented by my direct supervisor and our faculty coordinator in relation to my training;
5. I have properly informed my parents or guardian of the nature of the activity which I am joining and had secured their consent for my participation in the same. I likewise secured their advise on the measures which I am to undertake for my personal safety and security in relation to my participation in the said activity;

Furthermore, I hereby agree to waive any responsibility on the part of the University of Santo Tomas in relation to any untoward incident which may happen to me during the said On-the-Job Training, unless the said untoward incident arose from the direct act or gross negligence of UST.

_____ Signature over Printed Name of Student		_____ Contact No.	_____ Date Signed
Name of Father	_____	Contact No.	_____
Name of Mother	_____	Contact No.	_____
Name of Guardian (if applicable)	_____	Contact No.	_____
Home Address	_____		
Home Landline	_____		

## ANNEX C



**UNIVERSITY OF SANTO TOMAS**  
**College Of Education**  
**Nutrition and Dietetics Department**

**ON-THE-JOB TRAINING PERMISSION FORM**

This is to certify that I am permitting my child/ward \_\_\_\_\_  
 FIRST NAME MI LAST NAME

to undergo his/her Practicum at \_\_\_\_\_  
 Name of Practicum Site

\_\_\_\_\_ Address of Practicum Site

starting from \_\_\_\_\_ until \_\_\_\_\_ for a total of \_\_\_\_\_ hours,

in partial fulfillment of the requirements for the degree of Bachelor of Science in Nutrition and Dietetics.

I have read the **ON-THE-JOB TRAINING WAIVER FORM** signed by my child/ward and declare my conformity to all the things stated therein.

I also hereby agree to waive any responsibility on the part of the University of Santo Tomas in relation to any untoward incident which may happen to my child/ward during his/her On-the-Job Training, unless the untoward incident arose from the direct act or gross negligence of UST.

_____ Name of Father	_____ Signature	_____ Date Signed
_____ Name of Mother	_____ Signature	_____ Date Signed
_____ Name of Guardian (if applicable)	_____ Signature	_____ Date Signed

Name of Student \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Home Landline \_\_\_\_\_  
 Mobile Phone Number \_\_\_\_\_

**Note:**

The *practicumer* shall be on his/her own in going to the practicum site. The school recommends that where necessary and/or convenient, parent/s may personally accompany his/her child/ward in going to and fetching him/her from the on-the-job training site.



ANNEX D

**SAMPLE ENDORSEMENT LETTER**

ANNEX E

**FOODSERVICE PRACTICUM DOSSIER COMPONENT**

- a. Title Page
- b. Table of Contents
- c. Brief Description of the Establishment
- d. Organizational Chart
- e. Standard Operating Procedure (per Section/Area)
- f. A detailed discussion of and reflection about the Standard Operating Procedure of each section/area (ex. Purchasing)
- g. Recommendation
- h. Documentation
  - Standard Forms used in each section/area
  - Best photos in action and of section/area covered
  - Time card
  - Certificate of Completion
- i. Curriculum vitae with professional 2x2 photo

## ANNEX F



**UNIVERSITY OF SANTO TOMAS**  
**College Of Education**  
**Nutrition and Dietetics Department**



**PRACTICUM EVALUATION FORM**  
**Second Term, AY \_\_\_\_\_**

NAME OF STUDENT: \_\_\_\_\_ COURSE: \_\_\_\_\_  
 Name of Company/Institution: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Department where training took place: \_\_\_\_\_  
 Date of Evaluation: \_\_\_\_\_

Using the numerical rating below, please evaluate the practicum's work performance in your department.

**NUMERICAL RATING**

100 – 95  
 94 – 90  
 89 – 85  
 84 – 80  
 79 – 75  
 Below 75

**DESCRIPTIVE RATING**

Excellent  
 Very Good  
 Good  
 Satisfactory  
 Needs Improvement  
 Poor

**I. QUALITY AND QUANTITY OF WORK (40%)**

1. Ability to perform the assigned work well \_\_\_\_\_
2. Accuracy of work \_\_\_\_\_
3. Volume of work accomplished/output (Does he contribute beyond the work assigned?) \_\_\_\_\_

**AVERAGE:** \_\_\_\_\_**II. KNOWLEDGE OF WORK (40%)**

1. Knowledge of the basic principles necessary for the accomplishment of assigned work \_\_\_\_\_
2. Extent of knowledge with regards to department operations, (capacity to perform satisfactory work with the least supervision) \_\_\_\_\_
3. Ability to follow instructions \_\_\_\_\_

**AVERAGE:** \_\_\_\_\_**III. WORK HABITS AND PERSONALITY (20%)**

1. Punctuality \_\_\_\_\_
2. Attendance (physically present and on the spot) \_\_\_\_\_
3. Deportment/Behavior (courteous and respectful towards superiors and peers) \_\_\_\_\_
4. Industry (maximizes the use of time) \_\_\_\_\_
5. Interest and enthusiasm in the performance of work \_\_\_\_\_
6. Cooperation \_\_\_\_\_
7. Orderliness \_\_\_\_\_

**AVERAGE:** \_\_\_\_\_**GENERAL AVERAGE:** \_\_\_\_\_**REMARKS:** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Rated by:

Approved by:

\_\_\_\_\_  
Signature Over Printed Name\_\_\_\_\_  
Signature Over Printed Name\_\_\_\_\_  
Designation\_\_\_\_\_  
Designation

We sincerely appreciate your assistance in the formation of our students. Thank you for giving them the opportunity to learn from your expertise.

Cristina C. Sagum, RND  
 \_\_\_\_\_  
 Signature Over Printed Name

Department Chair, Nutrition & Dietetics  
 \_\_\_\_\_  
 Designation

UST:A006-04-F002

## ANNEX C



# ANNEX E



**UNIVERSITY OF SANTO TOMAS**  
**College Of Education**  
**Nutrition and Dietetics Department**



## Practicum Visitation Report

Date: \_\_\_\_\_

Time of Visit: \_\_\_\_\_

Practicum Site & Address: \_\_\_\_\_

Training Manager: \_\_\_\_\_

Trainees: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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Trainer's Observations:

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Trainer

Coordinator's Remarks:

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Practicum Coordinator

Prepared by:

Asst. Prof. Cristina C. Sagum, RND, M.Ed  
Department Chair, Nutrition and Dietetics

Assoc. Prof. Eleanor O. Sibug, RND, MCN  
COMM PRAC Coordinator

Ms. Diane S. Mendoza, RND, MsCN  
Faculty Member