**TABLE OF CONTENTS**

**TITLE PAGE**

**ACKNOWLEGDEMENT**

**DEDICATION**

**EXECUTIVE SUMMARY**

**TABLE OF CONTENTS**

**CHAPTER PAGE**

1. **INTRODUCTION ………………………………………………… 1**
   1. Importance of the Practicum …………………………………… 2
   2. Objective of the Practicum ……………………………………... 2
   3. Time and Place of the Practicum ………………………………. 2
2. **BODY OF THE INTERNSHIP ……………………………………. 3**
3. Corporate/Agency Background ………………………………... 3
   1. Nature of the Agency …………………………………... 3
   2. Vision …………………………………………………... 3
   3. History/Background of the Agency/Office …………….. 3
   4. Organizational Chart ……….…………………………... 5
4. Work Experience ………………………….……………………. 5
   1. Duties Performed …………….………………………… 5
   2. Experience, Feedback and Comment about Internship ... 5
   3. Problem Encountered ………………………………….. 6
5. **SUMMARY, CONCLUSION AND RECOMMENDATION .... 7**
   1. Summary and Conclusion …………………………………..….. 7
   2. Recommendation ………………………………………………. 8

**BIBLIOGRAPHY**