Guidelines and Format:

Format

- Softbound document
- Type of paper: Print on 8.5 X 11-inch bond paper
- Margins: 1.5-inch margin on the left side, 1-inch on the top, right, and bottom sides
- Font: Times New Roman, Font size 12
- Spacing: Double-spaced except for the Title Page and Table of Contents
- Pagination: Page numbers are placed at the bottom right corner of the page, with page the Title Page
- Section Titles: (centered, Times New Roman 16)
- Body contents: (justified, Times New Roman 12)

Content:

- One blank page before the title page
- Title page: (center-aligned, Times New Roman Font 16, with 5 spaces between main information) example given below
- Acknowledgement: (center-aligned, Times New Roman Font 12, Section Title: Acknowledgement, first line: "I would like to acknowledge")
- Table of contents (sample given below)
- Chapter sections
  - I. **Introduction** (Brief background of the company)

  - II. **Weekly Progress report** (Discuss in detail each week and have a conclusion in the end indicating the things you have learned and the things you have accomplished)

  - III. **Assessment of the Practicum** Program (Reflecting on the approved internship plan, his/her experiences describing the internship activities, any problems encountered, and reflection on the internship experience to the SIPP coordinator)

  - IV. **Pertinent Documents** (Attach photocopies of the following documents: Endorsement Letter, Time record from the company, Certificate of completion, Accomplished Evaluation form)

University of Santo Tomas - Legazpi
College of Engineering, Architecture and Fine Arts
Rawis, Legazpi City

Practicum 2022 of

Your Course

With Four Hundred Twenty Hours (420 hrs)

Virtual Exposure

Sdfsdfdsfs

By

Cherry G. Cantuba

BS__ - IV

Table of Contents