

COMA 200a (Practicum) Guidelines

PRACTICUM ARRANGEMENTS

Students must complete their practicum in a reputable organization/company/institution. They should coordinate with their adviser and practicum supervisor regarding the work set-up, which may be in the form of physical reporting, work-from-home or hybrid arrangements, to ensure compliance with pertinent university policies and issuances.

REQUIRED NUMBER OF HOURS

In the COMA 200a option, BA Communication Arts (BACA) students are required to complete 240 hours of relevant training in the three major areas of the program: speech communication, writing, and theater arts. Of the 240 required hours, 120 should be completed in the area of concentration, while the remaining 120 should be equally completed in the two remaining areas. The practicum should only be done within the duration of the academic term/semester, during which the student is enrolled in COMA 200a.

- 240 hours (major area only)
- 160 hours (major area) and 80 hours (another area)
- 120 hours (major area) and 60 hours each (two other areas)

For both remote and limited on-site practicum, **the practicum supervisor determines the amount of practicum work commensurate with the required practicum hours.** Practicum work counted towards the 240-hour requirement should include outputs, and attendance to online meetings, among others. These expectations should be indicated in the **internship agreement** to be respectively signed by the students' parent or legal guardian, the practicum supervisor, the adviser, the DHUM Chair, and the CAS Dean. **Internship agreements must be notarized.**

The internship agreement may be downloaded from the DHUM Google Drive Folder and should be edited accordingly by the adviser.

PERFORMANCE EVALUATION

Since practicum work takes on a different form this term due to COVID-19, a revised evaluation criteria will be used. Enumerated below are the work areas to be evaluated by the practicum supervisor. Evaluations should be both quantitative and qualitative.

- Knowledge of the Task
- Quality of Work
- Innovativeness and Creativity
- Dependability and Initiative
- Prompt Submission of Tasks
- Communication Competence
- Collegiality/Professionalism

- Overall Efficiency

The practicum evaluation form may be downloaded from the DHUM Google Drive Folder. **The Practicum supervisor should be the one to send the accomplished evaluation form to the adviser.** In case of failed practicum evaluation, the student must do the practicum again.

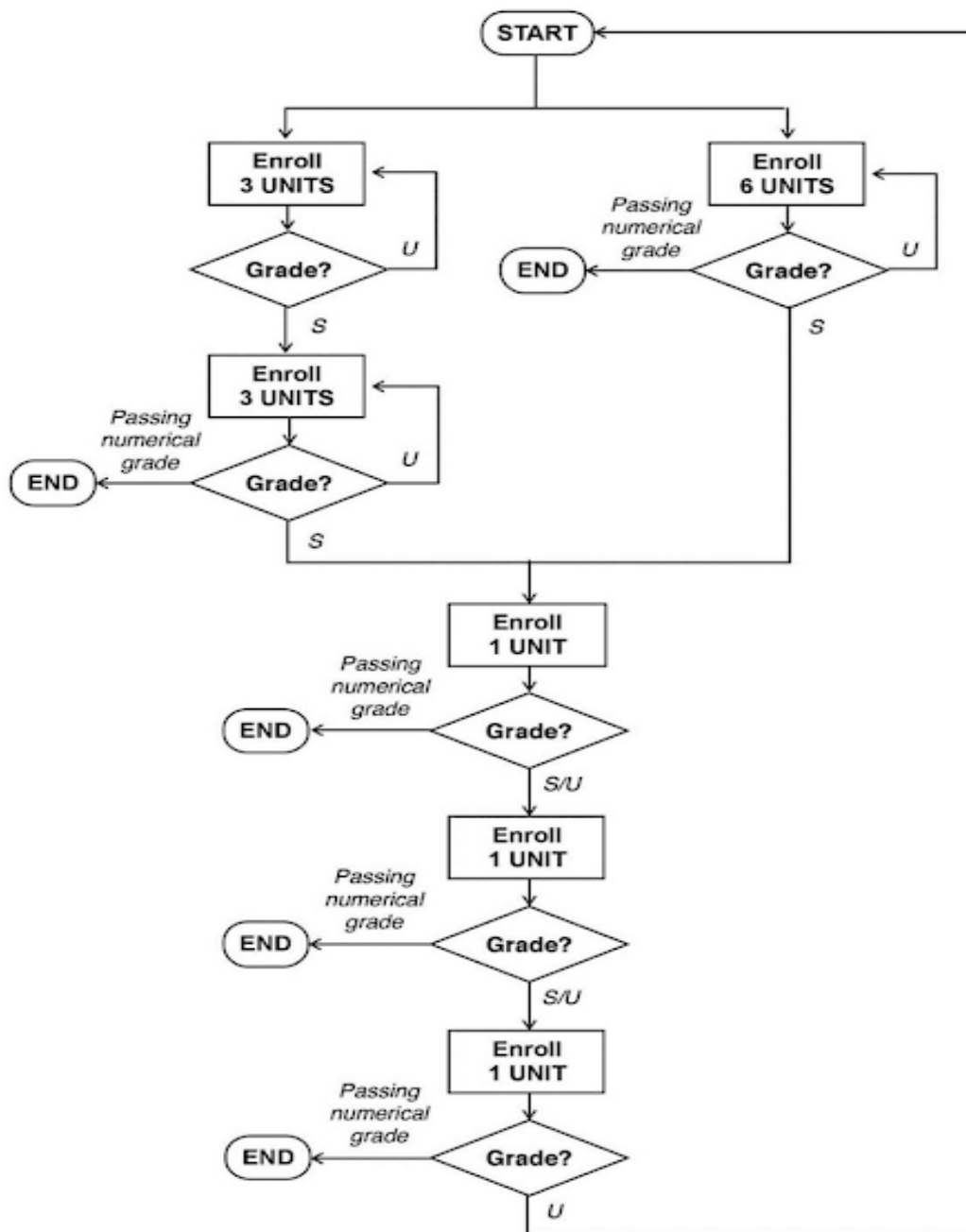
PRE-PRACTICUM REQUIREMENTS

Students should comply with the following before enrolling in COMA 200a:

- Look for possible companies/organizations/offices that offer internship programs. Discuss your options with your adviser.
- Accomplish the online consent of instructor (COI) form and register in the correct COMA 200a section and correct number of units in SAIS.
- Have the parent or legal guardian sign the consent form allowing the student to enroll in COMA 200a.
- For practicum with face to face component, get an insurance.
- Accomplish the internship agreement with the adviser, have it signed by the respective signatories, and have it notarized. In cases of internship set-ups that exceed the internship agreement stipulations, a separate agreement must be drawn out.
- Other requirements that would be stipulated by university issuances

POST-PRACTICUM

The first 3 units will be given a U or S, and will be based on performance evaluation or, in case of ongoing/unfinished practicum, progress report certified by the practicum supervisor (please find attached the flowchart from the CAS-OCS).



Upon completion of the 240 practicum hours (ideally during the midyear term), the student enrolls the last three (3) units of COMA 200a the following semester. In case of extension, the student can enroll in 1-unit offerings for up to three semesters.

A practicum report is then accomplished by the student in coordination with the adviser.

The practicum report must be submitted directly to the adviser. Below are suggested guidelines for the preparation of the report:

Suggested Guide Questions for the Practicum Report:

1. How was your training experience with the company/organization? What were the tasks you accomplished and how are they related to your major?
2. Given your practicum experiences, assess how theory is translated into practice and how the program prepares its students to venture into professional careers in the future.
3. How did the BACA program and its courses help you in accomplishing the tasks required in the practicum?
4. Based on your internship experiences, what are your recommendations for the improvement of the BACA curriculum?

Suggested Length and Format of the Report

- The practicum report should not exceed 2500-3000 words (double spaced) excluding appendices. The adviser can determine the document format of the report.
- Appendices must include certificate of completion, some action photos, and selected works.

Approved by the DHUM Faculty
February 10, 2023