

DEVELOPMENT OF PRACTICUM MANUAL FOR BUSINESS COURSES (Phase 3: Effectiveness of the Developed Practicum Manual for Business Courses)

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Abstract

Practicum Manual for Business Course as the output in Phase 1 in which its effectivity was assessed with the parameters (1) Guidelines and Procedures, (2) Duties and Responsibilities, (3) Assessment Scheme, and (4) Assessment and Reporting. Phase 3 of the study aimed at knowing Manual's effectiveness as it was being used by the Students of the Bachelor of Science in Office Administration (BSOA) Program enrolled in On-the-Job Training in the 2nd semester of the Academic Year 2021-2022 and to make room for improvement of the developed manual for its favorable outcome when continuedly used as Instructional Material at the Laguna State Polytechnic University System.

A descriptive, quota sampling method was used in order to collect data with reliable resources for an accurate interpretation of findings. The research instrument was formulated and distributed online to one hundred (100) students from LSPU-SCC of the College of Business Administration and Accountancy (CBAA).

With the data gathered, the following results were drawn; the developed Practicum Manual for the Business course has been assessed through its utilization by the concerned respondents and was rated "very satisfactory" on the given four (4) measures by the respondents. This could be inferred that the Practicum Manual for Business Course is an effective instructional material that can address the struggles of OJT and Interns in the New Normal Era, and thus can be of great help when utilized as Instructional Material in Business Courses being offered at the CBAA.

Keywords: Effectiveness; Utilization; Practicum; On-the-Job Training; Instructional Materials;

Introduction

In March 2022, the Practicum Manual for Business Course was published and the College of Business Administration and Accountancy has utilized it as Instructional Materials for the 4th-year students enrolled in On-the-Job Training.

The OJT program is handled by the OJT Advisers, and most particularly, the OJT Coordinator. The students are required to go through some approvals and forms from the staff involved and the chosen company they wish to work for, before actually working there. Once approved, they must work for an amount of time to complete the OJT course when the semester ends.

Commission on Higher Education Memorandum Order No. 19, Series of 2017 indicates that among the various subjects the college offers in all programs, OJT (On-the-job training) course/ program and Internship program is included, in which the students must undergo employment under a host company and experience working hands-on.

Civil Service Commission Memorandum Order No. 18, s, 2020, also known as the amendment to the revised interim guidelines for alternative work arrangements and support mechanisms for workers in the government during the period of a state of public health emergency due to covid-19 pandemic that limits the trainees to have a face – to – face transactions within the industry. Thus, the University particularly at the CBMA augmented the need of the students to experience office training through a Work-from-home arrangement.

Students who have finished all of their required courses must go through a number of processes before being able to graduate from college and be an alumnus. A graduating student must apply for graduation form from the college, and submit the application to specific staff members, if confirmed, the student will be issued a clearance form and with the continual use of the developed manual, proper guidance during the new normal will be at ease.

Methods

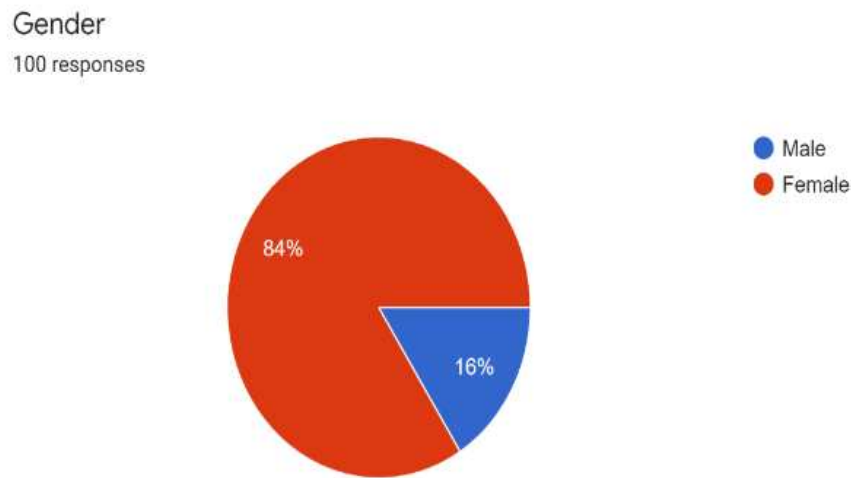
This is a developmental qualitative survey study that aims to develop a practicum manual for business courses. Descriptive research is an activity involving the collection of data in order to test a hypothesis or to answer questions concerning the status of the subject of the study.

The main purpose of utilizing the method and describe the data and characteristics of what has been studied. Descriptive research is done to gain a better understanding of the topic or situation. Hence, this type of research design was the visible method to know the effectiveness of the practicum manual and assess the need to enhance its contents with such procedures for the chosen respondents who are the ones appropriate on where the foundation of business programs relied.

Using a survey questionnaire, the research instrument was designed with two (2) parts that determined the demographic profile of the respondents and the assessment measures which were determined. The scale of (5) Strongly Agree, (4) Moderately Agree, (3) Agree, (2) Moderately Disagree (1) Strongly Disagree was used. All the gathered data was tabulated, analyzed, and interpreted using the computed weighted mean and standard deviation.

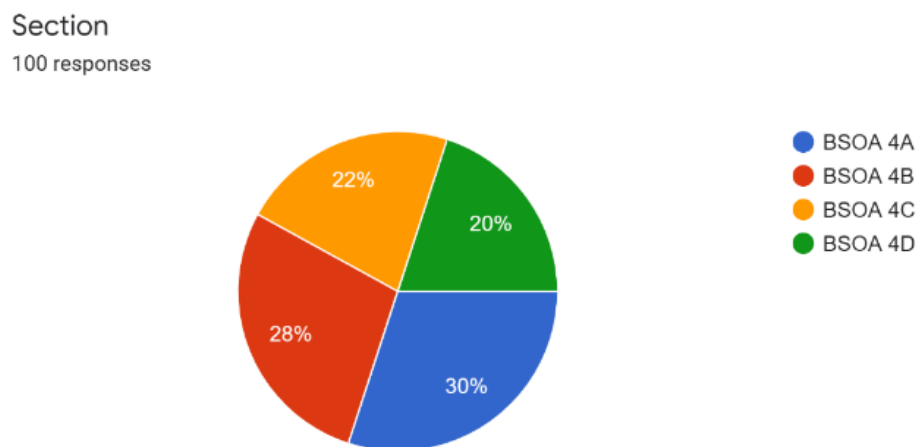
Results

Figure 1. Sex Orientation of the Respondents



Of the 100 respondents from the BSOA program at the CBMA, 16% are Male and 84% are Female.

Figure 3. Section of the respondents



Of the 100 respondents from the BSOA program at the CBMA, 30% came from BSOA 4A, 29% came from BSOA 4B, 22% came from BSOA 4C, and 20% came from BSOA 4D.

Table 1. Level of Practicum Manual Guidelines and Procedures

Practicum Manual Guidelines and Procedures	WM	VI
1. clearly stated;	4.67	Strongly Agree
2. attainable within the given period;	4.64	Strongly Agree
3. well-practiced by the College and other concerned offices in the University;	4.66	Strongly Agree
4. provide guidelines for the interns/trainees in the new normal setting of practicum; and	4.68	Strongly Agree
5. relevant and adaptive to the new normal situation.	4.59	Strongly Agree
OVERALL MEAN	4.65	Strongly Agree

Legend:

Scale	Range	Remarks	Verbal Interpretation
5	4.21-5.00	Strongly Agree	Very Satisfactory
4	3.41-4.20	Agree	Satisfactory
3	2.61-3.20	Neutral	Moderately Satisfactory
2	1.81-2.60	Disagree	Less Satisfactory
1	1.00-1.80	Strongly Disagree	Not Satisfactory

With a weighted mean score of **4.65** verbally interpreted as “**Very Satisfactory**,” this means that the Practicum Manual for Business Course has very well-stated and applied guidelines and procedures among the respondents.

According to Spears (2019), internship or OJT is often described as a time when theory is applied to real-life seeing; we believe that the relationship between theory and practice is more complex than that. Thus, OJT is a chance to develop the relationship between theory and practice for each should inform the other.

Therefore, the Practicum Manual for Business Course is an effective instructional material for the students enrolled in On-the-Job Training in gaining relevant guidance during the training period.

Table 2. Level of Duties and Responsibilities

Duties and Responsibilities	WM	VI
1. clearly stated;	4.63	Strongly Agree
2. relevant to the University, Company/Office, and the Trainees;	4.63	Strongly Agree
3. being performed by all concerned without experiencing any conflicts;	4.6	Strongly Agree
4. adaptive to the new normal setting of training specifically in performing given tasks, respectively; and	4.6	Strongly Agree
5. realized in the given measures.	4.59	Strongly Agree
OVERALL MEAN	4.61	Strongly Agree

Legend:

Scale	Range	Remarks	Verbal Interpretation
5	4.21-5.00	Strongly Agree	Very Satisfactory
4	3.41-4.20	Agree	Satisfactory
3	2.61-3.20	Neutral	Moderately Satisfactory
2	1.81-2.60	Disagree	Less Satisfactory
1	1.00-1.80	Strongly Disagree	Not Satisfactory

With a weighted mean score of **4.61** and verbally interpreted as “**Very Satisfactory**,” this means that the Practicum Manual for Business Course has very well-stated and applied duties and responsibilities among respondents, professors, supervisors, and the University.

The training is an act of increasing the knowledge and skills of an employee for doing a particular job. On-the-job training (OJT) has been used successfully as a training procedure from the beginning of recorded history. This can be an effective training method or lack of training can cause many problems by not providing the skills and knowledge needed by the worker (Flippo, 2016).

The data gathered showed that by using the Practicum Manual for Business courses, the OJT students are well-guided in the duties and responsibilities of both parties, trainees, and trainers. A successful and harmonious relationship between both can be stabilized during the training period. This could also build a good linkage after the students have finished their training.

Table 3. Level of Assessment Scheme

Assessment Scheme	WM	VI
1. detailed and clearly stated in the manual;	4.59	Strongly Agree
2. fairly distributed in each given criterion;	4.59	Strongly Agree
3. applicable in reaching the intended learning outcome of the students;	4.65	Strongly Agree
4. flexible to all learning modalities in the new normal setting; and	4.62	Strongly Agree
5. covering all the measures of the training aspects.	4.62	Strongly Agree
OVERALL MEAN	4.61	Strongly Agree

Legend:

Scale	Range	Remarks	Verbal Interpretation
5	4.21-5.00	Strongly Agree	Very Satisfactory
4	3.41-4.20	Agree	Satisfactory
3	2.61-3.20	Neutral	Moderately Satisfactory
2	1.81-2.60	Disagree	Less Satisfactory
1	1.00-1.80	Strongly Disagree	Not Satisfactory

With a weighted mean score of **4.61** and verbally interpreted as “**Very Satisfactory**,” this means that the students strongly agree with the implementation Assessment Scheme of the College/University.

On-the-job learning is a practical method that offers an easier, more effective method to ensure that education is constantly improving (Manask, 2017).

With the appropriateness of the assessment scheme, the skills being acquired or gained during the training period can be of great usefulness to future employers of how effective the applicants may be.

Table 4. Level of Assessment and Reporting

Assessment and Reporting	WM	VI
1. provide a complete form and format in writing reports;	4.61	Strongly Agree
2. detail the required output of the training;	4.6	Strongly Agree
3. realize the intended learning and training objectives and output of the students;	4.62	Strongly Agree
4. attainable within the given period of time; and	4.62	Strongly Agree
5. serve as a reference by the future researchers.	4.68	Strongly Agree
OVERALL MEAN	4.63	Strongly Agree

Legend:

Scale	Range	Remarks	Verbal Interpretation
5	4.21-5.00	Strongly Agree	Very Satisfactory
4	3.41-4.20	Agree	Satisfactory
3	2.61-3.20	Neutral	Moderately Satisfactory
2	1.81-2.60	Disagree	Less Satisfactory
1	1.00-1.80	Strongly Disagree	Not Satisfactory

With a weighted mean score of **4.63** and verbally interpreted as “**Very Satisfactory**,” this means that the students strongly agree that the Practicum Manual for Business Courses has complete forms and documents that are needed to be accomplished before, during, and after the training period.

The study of Sullivan (2015), explained that theories are transformed through their application, and one will be actively involved in that process as an intern of the trainee.

The trainees/interns’ output during the post-evaluation period, determines the outcome of learning application all throughout the training period. The supervisor’s report of the grade will determine the capability and enthusiasm of such students having been enrolled in the OJT that the future employers can be used in evaluating them as future employees.

Conclusions

1. Of the 100 respondents from the BSOA program at the CBMA, 16% are Male and 84% are Female.
2. Further, of the 100 respondents from the BSOA program at the CBMA, 30% came from BSOA 4A, 29% came from BSOA 4B, 22% came from BSOA 4C, and 20% came from BSOA 4D.
3. The Practicum Manual for Business Courses Guidelines and Policies has a mean score of **4.65** - **“Very Satisfactory”**; Duties and Responsibilities **4.61**, - **“Very Satisfactory”**; Assessment Scheme **4.61**, - **“Very Satisfactory”**; Assessment and Reporting **4.63**, verbally interpreted as **“Very Satisfactory”**.
4. The above-gathered data can be inferred that most of the respondents are female, came from 4th-year level and most of them are from BSOA 4A.
5. It was concluded that the respondents **strongly agree on the effectiveness of utilizing the Practicum Manual for Business Course** during their OJT Courses enrolment. With said manual, students are well-guided in any flexible learning modalities in the new normal.

Recommendations

1. As the majority of the respondents have participated in the online survey on the Development of Practicum Manual for Business Course at the College of Business Administration and Accountancy, the researcher recommended the BSOA students have a copy of the Practicum Manual to serve as their guide during the OJT period.
2. The developed Practicum Manual for Business Course can be utilized as a reference guide/manual by the University for Business Programs not only on the Main Campus but also in other campuses offering the same.
3. This study can be recommended to researchers as a reference in doing related studies in the future.

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