



21 September 2020

MEMORANDUM NO. 425

Series of 2020

T O: All College Deans, Chancellors, Directors, Department Heads, Faculty, and Graduating Students

R E: Arrangements for Student Interns and Thesis Students to Complete their Final Output in AY 2020-2021

With the goal of continuing to deliver educational services despite the COVID19 pandemic without compromising health and safety, the following special arrangements for the conduct of practice teaching, thesis/dissertation, engineering project and on-the-job training, shall be implemented effective 1st semester 2020-2021:

A. Practice Teaching

- a. Option 1: Move to 2nd semester 2020-2021 and classes scheduled in the 2nd semester would be enrolled this 1st semester.
- b. Option 2: Proceed with Practice Teaching in the 1st semester using flexible learning modalities.

B. On-the-Job Training

- a. Option 1: Conduct OJT/internship activities fully online using videos and other online materials. Colleges, academic departments and the OJT supervisors must carefully plan and brainstorm on possible online OJT activities that provide students with the expected competencies. If really necessary, students can continue their activities inside or outside the university once the situation shall have improved and students can already be allowed inside the campus or deployed off-campus.
- b. Option 2: For students who have no access to internet connectivity, the college and academic department shall provide alternative offline OJT activities that will give the students the needed competencies.
- c. Under both options, a clear schedule/plan of activities with the corresponding number of hours required, as well as the expected deliverables will be required.

C. Thesis Students

- a. Option 1: Redirect student theses to topics that require secondary data yet can generate very good and relevant results.
- b. Option 2: Conduct theses that students can do without leaving their homes/immediate vicinity of their homes. Samples can be sent to the appropriate laboratory in VSU for processing and analysis. Thesis advisers and their academic



departments shall ensure that all the necessary assistance are provided to their students in this aspect.

- c. Option 3: Conduct the thesis inside or outside the campus once the situation shall have improved and travel restrictions as well quarantine/health protocols have been lifted.

For your guidance and compliance.


EDGARDO E. TULINA
President