

JOSÉ RIZAL UNIVERSITY

**PRACTICUM/ INTERNSHIP WEEKLY ACCOMPLISHMENT REPORT**

COMPANY: Cornersteel Systems Corporation		ADDRESS: 536 Calbayog Street, Mandaluyong City	TELEPHONE NO. 09235877287
DATE	OFFICE JOB/WORK ASSIGNED PER DAY	NO. OF HOURS WORKED	
March 25, 2024	We have an online meeting with the director where he discusses the structure of project management frameworks and strategies for effective stock management, alongside valuable insights into entrepreneurial ventures. The director also recommends several books and online resources to further enhance our knowledge of these topics. Following the meeting, Mr. Christopher assigned us a task to check the specific case compatibility for the Lenovo tablet. Subsequently, we compiled documentation detailing different cases with the Lenovo tablet. Following this, we promptly communicated our progress and findings to our COO, Mr. Justin, using both email and Google Chat platforms.	8 hours	
March 26, 2024	We've implemented several updates to enhance our system's functionality. We add a subject label on the request ticket page, which allows users to categorize their inquiries more effectively. Additionally, we've integrated a message alert feature into the login page for both administrators and users using JavaScript. This alert system ensures that users are promptly notified of any validation errors during the login process. Furthermore, we added a cancel button on the ticket information page, which allows users to cancel their tickets if they've entered incorrect information during ticket creation. It will also change the status to canceled.	8 hours	
March 27, 2024	On this day, our team organized a surprise birthday celebration for our COO, Mr. Justin. Our supervisor convened us to strategize and plan the surprise event. We coordinated the purchase of a cake and arranged for the participation of both our internship students and other employees to make the celebration memorable and enjoyable for Mr. Justin. After the celebration, we conducted a thorough check of the system, focusing particularly on the recently added functions to ensure their functionality.	4 hours	
March 28, 2024	Holiday	0 hour	
March 29, 2024	Holiday	0 hour	
LEARNING OUTCOME FOR THE WEEK: During the eighth week of my internship, I gained valuable insights into project management frameworks and strategies for effective stock management through an online meeting with the director. Additionally, I learned about entrepreneurial ventures and received recommendations for further study. I also honed my technical skills by compiling documentation on Lenovo tablet case compatibility and implementing system updates to enhance user			

experience and functionality.  
Moreover, I actively contributed to organizing a surprise celebration for our COO, which involved strategic planning and coordination with team members. Overall, this week provided various learning experiences encompassing project management, technical implementation, and interpersonal skills development.

**TOTAL NUMBER OF HOURS COMPLETED FOR THE WEEK**

20 hours

Submitted by:

Noted by:

Mhargielyn Miñeque

STUDENT TRAINEE

April 1, 2024

DATE

Edmund Valen Jr.

COMPANY SUPERVISOR

April 1, 2024

DATE