**Web-based Internship Records Monitoring System**

**for Sorsogon State University-Bulan Campus**

System Prototype: (Please zoom in the images if necessary)

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| This will serve as the Log-in page for the Internship Monitoring Web-app |
| This interface is intended for the students. They need to fill out the required information to have an account and access the features of the web-app. The data that they will input in this form will be seen in the admins “Student List Panel.”  *Creating username and password will be available in the page of the registration.* |
| **ADMIN’S UI** |
| **Admin’s Dashboard**    This is the Dashboard UI for the Admin. The admin takes control of the announcements (Dark gray section) and the dashboard also shows graphical representations of the totality of the internships (can be shown through Bar Graphs and percentages in the light gray sections) |
| If the **“Edit Announcement”** were clicked:    This interface shows you the list of functions that can be done to provide announcements.   * **Internship News Updates.** Contains news regarding internships, opportunities and commendation, appreciations and alike. * **Company Recommendation List.** As suggested by some students as they experienced difficulties in finding companies to start their internship, we accepted their suggestion to include in the system the lists of companies that may accept internship programs. The list may come from the admin’s recommendations and if students know some companies that accepts OJT programs, they may contact the admin if their suggested company can be listed in the system’s announcement. * **Internship Notices.** This may include short notices regarding performances, short updates on the statuses of students, if the office is available for the time being or not and short notices alike.   *Note: This section can be change in accordance to the client’s preference and needs.* |
| **ADMIN’S STUDENT LIST UI**    This section shows the list of interns with status indication whether they are active (Green dot), dropped (Red Dot) and the panels suggested another indication for late OJTs (we prefer to use orange indication for this). This status can only be edited by the admin.  If the **3 Lines button (Hamburger Bar)** where clicked (Beside the “Status” Part):    These selections will appear:   * **Report Generator:** The proponents added this feature which it automatically generates reports from the given data from the interns. It continuously generates narrative reports for the OJT as they submit their reports. Through this, at the end of their program, their narrative report will be ready for printing and they will not worry about compiling their reports over and over again. The Admin have the access to visit this feature for more thorough monitoring of the students.   *The proponents would like to ask to have a copy of the formats of the said reports. Thank you, Ma’am.*   * **Records:** This will redirect the admin to the submitted soft-copy requirements of the interns like the pre-requisites (Clearances, COR, Medical certificates, etc.) and so on. * **Edit Status:** The admin has the control to change the status of the students. |
| **ADMIN’S FEEDBACK UI**    This section handles the feedback feature. Admin can create message by searching intern’s name or student ID. The messages that are sent will also be viewed in this page.  As you click the **“Add New”** Button, this interface will appear:    This is where the Admin creates its message and send it to the specific person. |
| **ADMIN’S EVALUATION UI**    The Internship Evaluation page will serve as the interface where the Admin inputs the intern’s grades for the internship. This page only capable of inputting grade and intended only for viewing the grades. It doesn’t have features that calculates the grades of the internship. |

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| **STUDENT’S UI** |
| **STUDENT’S DASHBOARD UI**    This interface shows student’s dashboard that contains the announcements, time and their OJT Status. |
| **STUDENT’S CALENDAR UI**    This shows the Internship Calendar management of the interns. This UI shows how to set up their calendar in accordance to their internship program with their respective companies. They should input the start and end of their internship by month and date, provide their weekly schedule, time shifts, and also their day offs.  After setting up, this UI will now be accessible:    This UI contains the calendar, the time-in time-out feature and submission of report (Narrative report for the specific date). Comments or Messages are also available to be viewed in this page.  If the **Submit Report** button were clicked, this interface will pop-up:    After turning in the file, this is what it looks like with comments presentation: |
| **STUDENT’S RECORDS UI**    This shows the interface where it present list of requirements that the interns should submit in order for them to have their records stored in the system and be recorded for future purposes.  If the **Narrative Report** button were clicked, this interface will appear:    If the students consistently submit reports of the narratives in the **CALENDAR SECTION,** there’s no need for them to resubmit it in this page as it will cause redundancies in the files and may affect the generation of the reports. Also, if the system detected that they submit narrative reports in the **CALENDAR SECTION,** it will be recorded in this page too, and vice versa.  If the **DAILY TIME RECORD** were clicked, this interface will appear:    This page accepts picture of the DTR of the interns. This is to tally the time-in time-out performed by the interns here in the system. Through this, the admin can see if the DTR and the systems time-in and time-out matches and the interns provides authentic record of their time in the Internship.  If the **ACCOMPLISHMENT REPORT** button were clicked, this interface will appear:    The accomplishment reports of the interns may be submitted in this page. |
| **STUDENT’S EVALUATION PORTAL**    In this interface, interns can view their grades provided by the admin. The panels suggested that in this page, the matrix or rubrics in making the evaluation should be present in order for the interns to be aware of the calculation happened in their grades. |

The proponents added other features for the system as our capstone adviser and capstone instructor suggested to add features as our system seems to have small scope for a capstone project. Therefore, aside from having the main function which is the monitoring features, the proponents added record keeping functionalities, commenting functions, viewing of evaluation features and the most important is the generation of reports, automatically. All of the said added features may aid the suggestions of the advisers. Still, proposed prototype can be adjusted based on the client’s needs.

We would like to apologize for not being in touch to you Ma’am before and after the defense. It’s our negligence not to update you on time on what progresses happened in our capstone project which we believe, your suggestions are valuable assets that should be considered and applied. Therefore, we sincerely apologize po.

We are hoping that through this presentation of our prototype will give you a clear visualization of the system. Thank you so much po Ma’am Inosentes.

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