



COLLEGE OF INDUSTRIAL TECHNOLOGY  
IIM 411 INDUSTRIAL IMMERSION

#### UNIVERSITY VISION

A leading University in advancing scholarly innovation, multi-cultural convergence, and responsive public service in a borderless Region.

#### UNIVERSITY MISSION

The University shall primarily provide advanced instruction and professional training in science and technology, agriculture, fisheries, education and other related fields of study. It shall also undertake research and extension services, and provide progressive leadership in its areas of specialization.

#### UNIVERSITY STRATEGIC GOALS

- a. Deliver quality service to stakeholders to address current and future needs in instruction, research, extension, and production
- b. Observe strict implementation of the laws as well as the policies and regulations of the University
- c. Acquire with urgency state-of-the-art resources for its service areas
- d. Bolster the relationship of the University with its local and international customers and partners
- e. Leverage the qualifications and competencies in personnel action and staffing
- f. Evaluate the efficiency and responsiveness of the University systems and processes

#### INSTITUTIONAL OUTCOMES (IO)

- jj. Enhance competency development, commitment, professionalism, unity and true spirit of service for public accountability, transparency and delivery of quality services
- kk. Provide relevant programs and professional trainings that will respond to the development needs of the region
- ll. Strengthen local and international collaborations and partnerships for borderless programs
- mm. Develop a research culture among faculty and students
- nn. Develop and promote environmentally-sound and market-driven knowledge and technologies at par with international standards
- oo. Promote research-based information and technologies for sustainable development
- pp. Enhance resource generation and mobilization to sustain financial viability of the university

#### PROGRAM OUTCOMES (PO) COMMON TO ALL PROGRAMS AND ITS RELATIONSHIPS TO INSTITUTIONAL OUTCOMES

A graduate of Sultan Kudarat State University can:	INSTITUTIONAL OUTCOMES (IO)						
	a	b	c	d	e	f	g
u. Articulate effectively and independently in multi-disciplinary and multi-cultural teams the latest development in the fields practiced such as Automotive, Architectural Drafting, Civil, Electrical, Electronics, Food and its allied discipline,	✓	✓		✓	✓	✓	✓
v. Lead in the promotion and preservation of Filipino historical and cultural heritage, social empowerment and environmental sustainability in a professional and ethical approach.	✓	✓	✓	✓	✓	✓	✓
w. Generate research-based information and technologies at par from international standards, and	✓	✓	✓	✓	✓	✓	✓

x. Promote and transfer knowledge and technologies for effective and efficient school-industry partnership	✓	✓	✓	✓	✓	✓	✓	✓
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1 COURSE CODE IIM 411

### 5 COURSE DESCRIPTION

On-the-Job Training (OJT) is designed to provide students with practical, real-world experience in a supervised work setting related to their field of study. Through actual immersion in industry or public service institutions, students will enhance their professional skills, workplace ethics, and technical knowledge, bridging academic learning and employment.

- 2 COURSE TITLE INDUSTRIAL IMMERSION  
 3 PREREQUISITE COMPLETED ALL ACADEMIC REQUIREMENTS  
 4 CREDITS 3 units  
 6 COURSE LEARNING OUTCOMES (CLO) AND ITS RELATIONSHIPS TO PROGRAM OUTCOMES

At the end of the course, a student can:	Course Learning Outcomes (CLO)	Program Outcomes			
		a	b	c	d
a. Demonstrate professionalism, punctuality, and proper workplace etiquette.		✓	✓	✓	✓
b. Apply theoretical knowledge in actual workplace settings.		✓		✓	✓
c. Communicate effectively within an organizational environment.		✓		✓	✓
d. Critically assess personal skills and professional development needs.		✓	✓	✓	✓
e. Prepare a comprehensive OJT portfolio documenting work experience.		✓	✓	✓	✓

### 7 COURSE CONTENTS

WEEK	CONTENT	INTENDED LEARNING OUTCOMES( ILOs)	TEACHING AND LEARNING ACTIVITIES (TLA)	OUTCOMES-BASED ASSESSMENT (OBA)	COURSE LEARNING OUTCOMES (CLOs)
1	Course Orientation SKSU VMGO, Classroom Policies, Course Overview, Course Requirements, Grading System	At the end of the Orientation, the Learners can: a. discusses the University's VMGO, classroom policies, course overview, requirements, and grading system	Discuss the VMGO of the University, the classroom policies, scope of the course, course requirements, grading system and MOA Saigning	Attendance, submission of OJT forms	a
2-8	Fieldwork and weekly Reporting	At the end of the Lesson, the Learners can: Demonstrate tasks execution and workplace participation	Supervised work activity and weekly reporting	Weekly report, Daily Time Record (DTR)	B, c, d

9-10	monitoring	At the end of the Lesson, the Learners can: Reflect on performance and adjust learning goals	Coordinators/adviser check-in	Monitoring form	e
11-17	Fieldwork continuation and weekly reporting	At the end of the Lesson, the Learners can:  Sustain professional conduct and improve skills	Supervised work activity weekly reporting	Weekly reports, supervisor feedback	B, c, d
18-20	Completion of hours and portfolio preparation	At the end of the Lesson, the Learners can:  Compile learning experiences into a portfolio	Documentation and reflection	Final portfolio draft submission	E, f
21	Retrieval and submission of documents	At the end of the Lesson, the Learners can:  Submit their requirements in OJT	Documentation submissions and Requirements	i. Final OJT portfolio	f

Total No. of Hours : 720

## 8 COURSE REQUIREMENTS AND COURSE POLICIES

### COURSE REQUIREMENTS

Each student is required to:

21. Attend the OJT orientation
22. Complete the minimum number of training hours
23. Maintain a Daily Time Record (DTR) verified by the supervisor
24. Submit weekly reports documentarizing activities and reflections
25. Undergo Midterm and final evaluations by the company
26. Submit a complete OJT Portfolio (weekly reports, certificates, evaluations)

## COURSE POLICIES

**Attendance:** Students must report on the agreed schedule with the host company.  
Tardiness and absences must be reported immediately.

**Missed Training hours:** Any missed hours must be rendered based on the agreement between the students, coordinator/adviser and company supervisor

**Academic Integrity:** Students must ensure authenticity of reports, DTR and portfolio content.

**Professional Conduct:** Students are expected to behave professionally at all times – this includes wearing proper attire, observing workplace rules and respecting the company's confidentiality protocols.

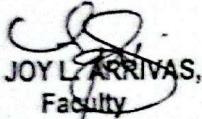
## 9 GRADING SYSTEM

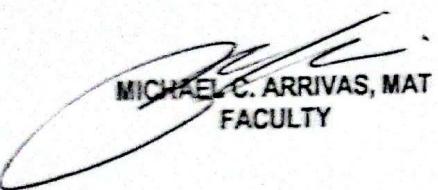
<b>Supervisors Evaluations</b>	<b>50%</b>
<b>Weekly Reports and DTR</b>	<b>20%</b>
<b>Monitoring Evaluation</b>	<b>15%</b>
<b>Portfolio (Documentation)</b>	<b><u>15%</u> 100%</b>

## REFERENCES:

- SKSU OJT Manual
- SKSU Student Handbook
- Company Guidelines and Host Institution Manuals
- Various Professional Development Materials (Workplace ethics, communication, etc.)

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