# General Format

# Title Page

1. Type of Paper: 8 ½” x 11” bond paper
2. Margins: Top 1.8”

Bottom 1.0”

Left 1.5”

Right 1.5”

1. Font Type: Times New Roman
2. Font Size: Please refer to the sample template
3. Spacing: Please refer to the sample template
4. Page Number: No page number required

# Content

1. Type of Paper: 8 ½” x 11” bond paper
2. Margins: Top 1.25”

Bottom 1.25”

Left 1”

Right 1”

1. Font Type: Times New Roman
2. Font Size: 12
3. Spacing: 1 ½ line spacing
4. Page Numbers Required except for the title page

**ON-THE-JOB TRAINING**

Font: Times New Roman Font Style: Bold

Font Size: 16

**at**

**< Name of Host Company >**

*Line Space: 8*

In Partial Fulfillment of

the Requirements for

< Name of Program >

**Margins:**

Top: 1.8”

Bottom: 1.0”

Left: 1.5”

Right: 1.5”

*Line Space: 5*

Font: Times New Roman

Font Style: Regular

Font Size: 14

Submitted by:

< Name of Student Trainee >

*Line Space: 5*

Submitted to:

< Name of OJT Adviser >

*Line Space: 5*

< Date Submitted >

# Parts:

# Table of Contents

# Brief History/Background of the Company/Company Profile (1 to 3 pages)

# Summary of the OJT Experience (3 to 5 pages)

# Assessment of the OJT/Practicum Program

1. New knowledge, attitudes, and skills acquired
2. Theories actually seen in practice
3. Feedback that can be given to the company or institution
4. Benefits gained
5. Problems encountered

# Appendices

1. Company brochure and/or pamphlet
2. Copy of the Endorsement Letter
3. Copy of the Training Plan
4. Copy of the signed Waiver Form
5. Daily Time Record
6. Quarterly Performance Appraisal Forms
7. Certificate of Completion