IMPLEMENTING GUIDELINES FOR THE CONDUCT OF ONLINE OJT
for BS Computer Science and BS Information Technology programs

Background and Rationale

Internship/OJT/Practicum/ is an immersion program where students will have the chance and opportunities to be with the IT industry and government offices as well. The students will have the chance to apply their knowledge, skills and attitude learned form the school . This is one of the requirements for the students under the said program for graduation.

During this pandemic, Internship can also be done through online under these two programs. Since these are skill based output, it does not require a face to face intervention.

This is bounded by the MOUs/MOAs between the HEI and the IT industry/government offices.

Objectives

1. To accommodate graduating students to conduct their OJT as their last subject to enrol.

2. To utilize knowledge and skills of the students on the current situation of organization where immersion will be conducted;

3. To conduct their OJT at home by developing a system/application assigned to them to complete their OJT program

4. To make all process in the university available online;

Target Competencies (and how will these be achieved through the Online OJT)

Since most of the BSIT and BSCS students are having their resources, they can developed their skills in programming through online OJT by developing the system assigned to them. They can apply the skills and knowledge in doing such. This will be their stepping stone to be with the IT industry after graduation.

Mechanics of Implementation

Number of hours

The minimum number of hours for the BSIT and BSCS OJT program is equivalent to 200 hours for the new and 240 hours for the old curriculum.

Possible internship agencies

Different departments and offices in the university have their own processes to be computerized to adopt the new normal, it is very timely to perform this online OJT for both IT and CS to embrace the current situation in the offices.

Since the immersion of the students will be done online, OJT form home, the department has decided that the possible partner internship agency will be the department and other offices inside the university where the developed system will be implemented.

MOA/MOU with Internship Agencies (contents and crafting and signing)

The content and the format as well of the MOU/MOA will be crafted on the existing MOUs and MOAs when the students are still conducting their OJT at the different agencies outside the university.

Placement of interns – who, how, how much?

The OJT Coordinator will facilitate the assigned system/application to enrolled students. The development of the said system/application can be done in a group of 3-4 members in case there are a lot of students enrolled in OJT. However, the student may opt to choose to develop the system on their own.

Monitoring by the OJT Coordinator

The OJT Coordinator will be the one to manage and monitor the immersion of the students assigned to him/her. The OJT coordinator will facilitate giving MOAs/MOUs to the students and partner agencies (department/office), consolidate the OJT report, print the grading sheet of the OJT and other related documents .

Required output/s of students

During this pandemic, the flexible on the job training can be applied to BSCS and BSIT program. The students are required to develop an application/system that can be used by the department or college to facilitate the different transactions during this flexible learning. The students are required to deploy the developed system in their

chosen organization before the end of their immersion online. It should be accompanied by a documentation, a manual and other supporting documents.

Timetable of Activities (Present in a Gantt Chart)

Presentation to the and Approval of the Council of Academic Affairs Heads

– May 18

Presentation to the and Approval of the University Administrative Council

– 4th week of May

Presentation to and Approval of the Board of Regents

– Weeks 1 – 3 of June

Enrolment/Enlistment Period

– June 21 - 25

Deployment of Students

– June 28

Internship Proper

– June 28 – July 31

Submission of Outputs

– August 2 - 5

Grading System

For grading system, the OJT Coordinator will adapt the existing grading system for OJT.