



University of San Jose-Recoletos

College of Information, Computer and Communications Technology



ON THE JOB TRAINING (OJT) JOURNAL

Name of Intern

Course and Year

Term and School Year

PRACTICUM / ON THE JOB TRAINING

DESCRIPTION

This course is intended to let the students gain relevant experience in a real work environment, provide them opportunity to apply the skills, knowledge and attitude they learned in the classroom and develop proper work attitude. It will help them enhance their awareness of the challenges in the IT industry and likewise contribute to company's labor workforce.

The Practicum program aims to provide students with training exposure and work experience on the following areas:

1. Software Development
2. Quality Assurance
3. Technical Support
4. Research

IN-CAMPUS INTERSHIP

The in-campus internship is a program designed to provide software development experience in a simulated work environment.

An in-campus software development unit will be set up in the Research and Development Laboratory in Basak Campus which will serve as the venue for training. Teams are made up of undergraduate students and faculty members who expressed interest in working on projects of sponsoring companies.

A sponsoring company will be identified to provide the details/specifications for the projects to be worked on. They will also provide training to define job responsibilities of key persons involved.

The sponsoring company shall screen and select qualified students to participate in the training program. Application letter, resume and informative copy of the grades shall be submitted to the intern coordinator who then forwards the documents to the company representative for examination and/or interviews.

PROCEDURES

1. PRACTICUM ORIENTATION shall be conducted before the start of the practicum period to discuss on the concepts, objectives, policies and requirements of the practicum program.
2. Students are encouraged to take the initiative in identifying companies/institutions/organizations who will accept them as trainees. Selection of companies should meet the criteria set by the college and approval is still subject to the approval of the Practicum Coordinator. The practicum coordinator will also release list of companies providing slots for internship.
3. The student should notify the practicum office soonest if they are unable to find a qualified Company for Practicum. Accordingly, the Practicum coordinator will try to match the students with partner-institutions, on a best-effort basis, depending on the availability of slots
4. Student shall submit to the practicum coordinator REGISTRARS SUBJECT EVALUATION as proof of completion of the pre-requisite subjects.
5. The LETTER OF ENDORSEMENT will be used in applying for practicum which is available in template form and can be downloaded from the course website. Once accepted, the student shall return a copy of the endorsement letter duly signed by the accepting company.
6. PRACTICUM POLICY and TRAINING MEMO shall be submitted complete with signatures of the concerned parties.
7. Job Description and Company Profile shall be submitted after the student gets accepted by the company.
8. A daily journal will be required from the students to account their activities and learning. Students should write their journal daily which includes accomplishments for the day and realization about the tasks. Standard format for the Practicum Journal should be in paragraph form so as to develop further the students' communication skills.
9. Students will be required to submit pictures in uniform within the workplace with the presence of the immediate superior and co-employees as documentation of the internship program.
10. Performance appraisal by employer shall be submitted twice within the practicum period (midterm and final).
11. Terminal report shall be submitted as final requirement to summarize the whole internship experience which includes but not limited to:
 - a. process of finding the practicum placement
 - b. working in the organization/company
 - c. work schedule
 - d. most memorable practicum moment

- e. difficulties encountered and solutions made

UNIFORM

During the Practicum Period, the Student shall be required to wear the prescribed Practicum uniform to be determined by the practicum office, or Business Attire if required by the partner-institution, as the case may be.

COURSE REQUIREMENTS

The Students are required to complete the course hour requirements, equivalent to 250 hours for BSIT and 300 hours for BSCS, obtain a satisfactory rating from the immediate superior and the practicum coordinator, and attend the school-prescribed practicum activities to pass the course. The rating instrument shall be developed by the Practicum Coordinator and will be the instrument used by the supervisor in assessing the performance of the intern for purposes of course grading.

The school-prescribed practicum activities which students are required to attend are as follows:

Pre-Practicum Orientation, where the final instructions, guidelines and requirements of the Practicum course will be given by the Practicum Coordinator.

Interim Assessment, where the students will provide the Practicum Coordinator with feedback related to their work environment, duties and responsibilities, and other work-related concerns.

Post-Practicum Meeting where the Practicum Mentors and the Practicumers will provide a summation of the learnings. It will also provide the students a forum to share insights and experiences acquired during the Practicum.

The Grade of the Students will be computed based on the following:

○ Document Requirements/Journal	–30%
○ Performance Evaluation	– 30%
○ Job Points (Hrs * Nature of Work)	– 30%
○ Post-Practicum Presentation	- <u>10%</u>
	100%

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APPLICATION FOR PRACTICUM WORK

Dear _____:

This is to request your good office to accommodate _____ as trainee in your company.

He/She is a bonafide student of this University taking up **Practicum/On the Job Training**, a requisite for the degree in Bachelor of Science in _____.

For this program, the student will be reporting to your office with the following schedule this _____:

MWF
TTH

He/She shall be required to abide by the rules and regulations of your company for the duration of the Practicum period. It is understood that the company reserves the right to terminate the Practicum work in the event that the student is found unfit due to misconduct and/or related reasons. Furthermore, he/she shall not be entitled to any benefit whatsoever unless such benefit shall be given by your company voluntarily.

In case your office decides to absorb him/her in your organization, the whole Practicum period will be automatically considered as completed after the student has worked for at least 250 hours for the School Period _____.

Thank you very much for the accommodation you are affording our students.

Very truly yours,

MRS. JOVELYN C. CUIZON

Coordinator, IT Practicum

Noted by:

DR. GREGG VICTOR D. GABISON
Dean, CICCT

Accepted for Practicum work by:

(name/signature of company representative)

I.T. PRACTICUM POLICY

1. The apprentice/ practicum/ojt report to the office on time, 08:00 to 12:00 noon for morning trainees; 1:00 to 5:00 for afternoon trainees or in accordance with the time schedule of the office she or he assigned.
2. The apprentice/practicum/ojt is required to serve on the date specified in the letter, provided it would not be less than 250 hours.
3. The apprentice/ practicum/ojt should report to the office even if classes are suspended or during examination period unless it is a public holiday. The apprentice/ practicum/ojt is only allowed to be absent with reasons like: sickness, death within the family and other emergencies provided she or he would accomplish the absent slip form.
4. The apprentice/ practicum/ojt should inform the office before or on the day she or he will be absent not AFTER her or his absence. Residing far of without telephone is not an excuse. Should she or he be absent from work the apprentice/ practicum/ojt has to explain her or his absence in the form provided and attach the absence slip form with the Daily Time Record Logbook.
5. The Daily Time Record must be accomplished by the apprentice/ practicum/ojt daily and must be countersigned by the immediate supervisor at least once a week.
6. Absences incurred during regular office time will be considered "absent" however, if the apprentice/ practicum/ojt wish to report to make up her or his absences then it would be considered as overtime.
7. Absences committed several times wherein the company is not properly informed and a written complaint is raised, the apprentice/ practicum/ojt would be completely suspended.
8. An unexcused absence incurred more than 10 working days within the practicum period is equivalent to a grade of 5.0.
9. School activities, Christmas vacation, PUJ strikes and natural calamities will not be considered as absent, provided the office is informed in writing duly signed by the Practicum Instructor.

10. The apprentice/ practicum/ojt is made understand that she or he has to assist the technical staff or anybody in the office or in any office field work.
11. The apprentice/ practicum/ojt is not allowed to use cell phone or to receive personal calls unless it is an emergency. The apprentice/ practicum/ojt is not allowed to read novels, magazines or study lessons during office hours.
12. The apprentice/ practicum/ojt is not allowed to make any loans or credits either in cash or in kind from the offices she or he is assigned.
13. The apprentice/ practicum/ojt should wear the practicum uniform and school ID for the entire duration of the period. If there is no notice for not wearing the uniform and a written complaint is raised by the company, disciplinary actions would be imposed.
14. Overtime or extension of apprentice/ practicum/ojt period may be arranged between the Apprentice(s) and the office concerned and would, therefore, be beyond the jurisdiction of the school.
15. The apprentice/ practicum/ojt should not expect to receive any remuneration or pay after their apprenticeship period.

I, _____, HEREBY UNDERSTOOD AND AGREED TO THE POLICY SET FOR THE INFORMATION TECHNOLOGY PRACTICUM FOR THE YEAR _____.

CONFORME:

_____	_____	_____
signature over printed name of printed name of	signature over printed name of	signature over
PRACTICUM/OJT	PARENT(S)/GUARDIAN	APPROVAL OFFICER

NOTED BY:

MRS. JOVELYN C. CUIZON

Chairperson, CS/IT Dept.

DR. GREGG VICTOR D. GABISON

Dean, CICCT

CONSENT, WAIVER & RELEASE

KNOW ALL MEN BY THESE PRESENTS:

I, _____, Filipino, _____ years of age, single, a resident of _____ and a bonafide student of the University of San Jose-Recoletos, Cebu City, taking up _____. In connection with my **On-the-Job Training/Practicum**, as one of the requisites of the said course, I hereby waive, discharge and release _____, and **University of San Jose-Recoletos**, its officers, members and employees from any and all liabilities, cause or causes of action, sum or sums of money and damages for any accident that may befall me during the entire **training** and that I sign this **CONSENT, WAIVER & RELEASE** freely, voluntarily and consciously, with full knowledge of my rights under the law.

IN WITNESS WHEREOF, I have hereunto affixed my signature, together with my parent(s)/guardian, this _____ day of _____ at _____.

Name of Student & Signature

Parent's Name and Signature

TRAINING MEMO

Date: _____

Program : **Practicum / On-the-Job Training (OJT)**

Training Period : 250 hours - BS Information Technology Program
300 hours - BS Computer Science Program

Requirements : Practicum Journal
Daily Time Record
Term Performance Appraisal
Certificate of Completion

Company : _____

Address : _____

Telephone No. : _____

This Training Memo is an agreement binding the school, the parents, the students and the company into a cooperative undertaking.

Student's Name/Signature

Parent/Guardian's Name/Signature

University of San Jose-Recoletos

Company

Personal Information

Name: _____

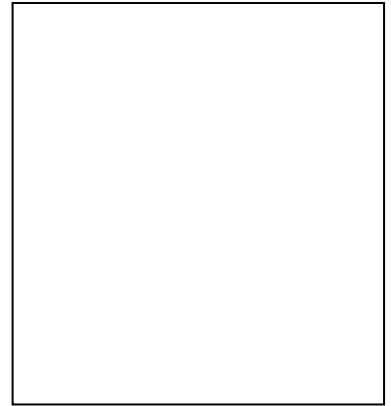
Address: _____

Mobile No: _____

Email address: _____

Course : _____

Specialization : _____



Employment Details

Company Name: _____

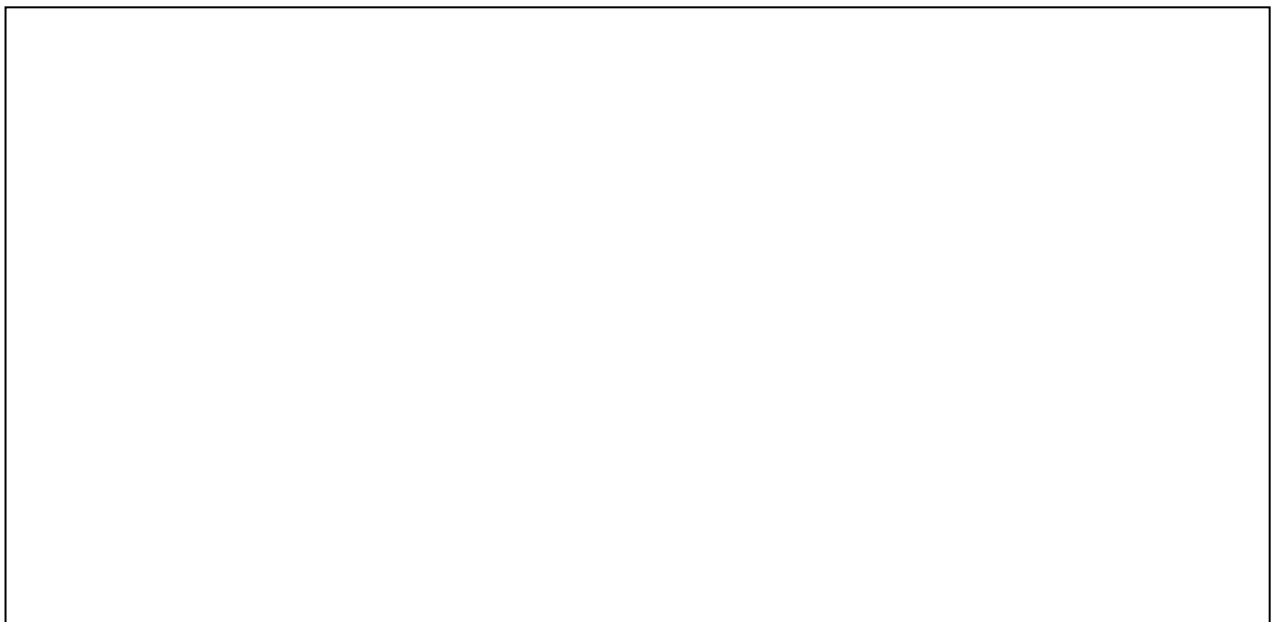
Address: _____

Contact person: _____

Telephone No: _____

Email address: _____

Job Description

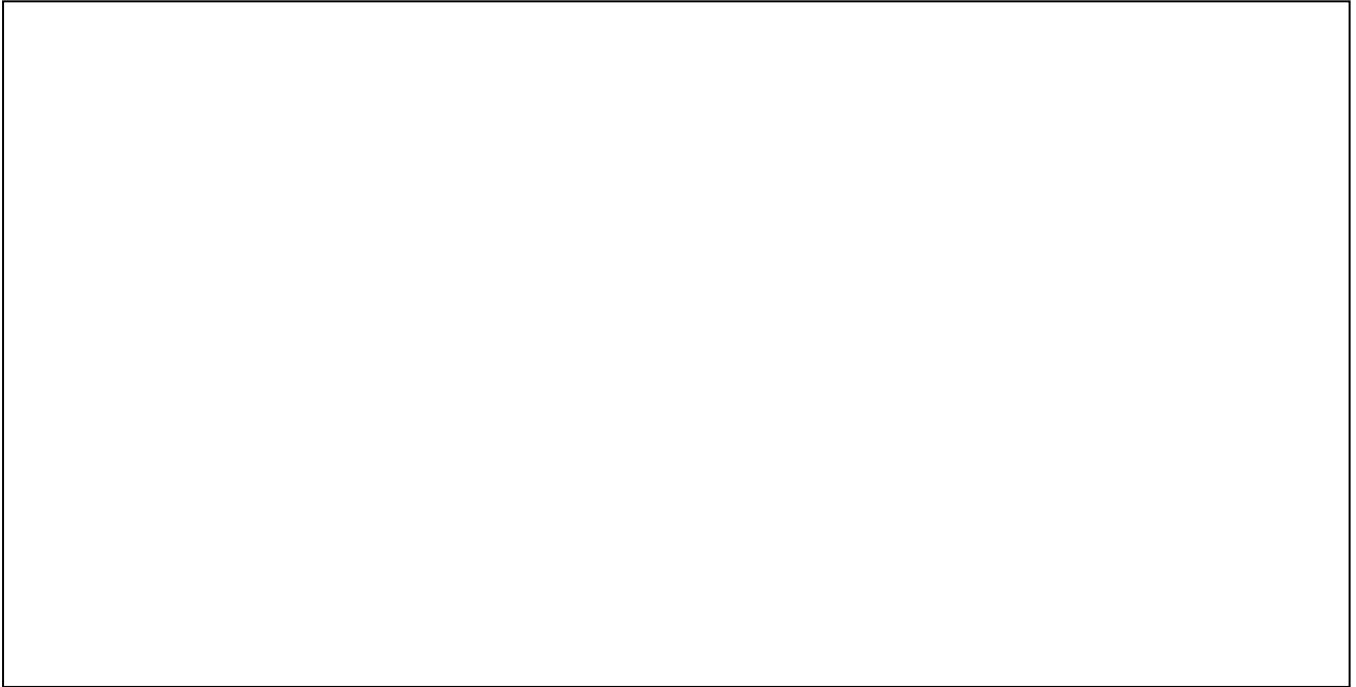


Date: _____

Time in _____

Time out: _____

Supervisor's Signature ____

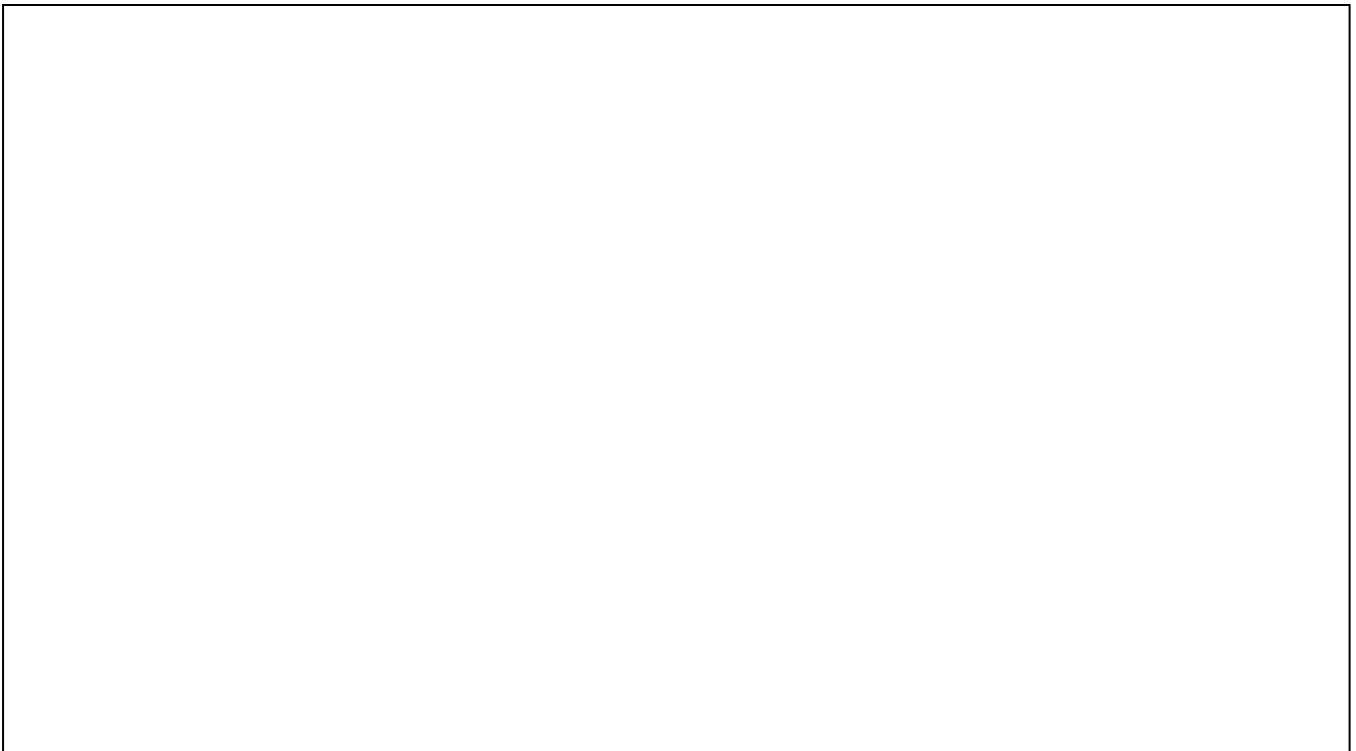


Date: _____

Time in _____

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Supervisor's Signature ____



Date: _____ **Time in** _____ **Time out:** _____
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Supervisor's Signature _____

SUMMATIVE REPORT OF DUTY HOURS

DATE	No. of Hours Rendered						Total Hours
	Software Development	Software Testing	Research	Technical Support	Clerical Tasks	Errands	

SUMMATIVE REPORT OF DUTY HOURS

[illegible]

SUMMATIVE REPORT OF DUTY HOURS

[illegible]



University of San Jose-Recoletos

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APPRENTICE PERFORMANCE APPRAISAL REPORT

Name : _____

Company : _____

Term : **Midterm**

Rating

1. Quality of work

Ability to work with thoroughness, accuracy and neatness

2. Quantity of Work

Individual productivity, swift execution of tasks with least errors

3. Dependability

Ability to perform and complete work as instructed and when needed extends office hours when demanded.

4. Cooperation

Ability to work harmoniously with others, follow instructions carefully.

5. Personality

Effectiveness in control with others, courtesy, tact, dresses neatly and appropriately.

6. Attendance

Regular and punctual in office attendance, proper observance of break periods and dismissal time.

7. Resourcefulness

Ability to develop innovative solutions and adjust readily to changing circumstances

8. Managerial Potentials

Can deal with people effectively, handle problems correctly and manage other resources efficiently.

TOTAL: =====

Comments:

Rated by: _____
Name of Supervisor/Employee and Date
(Signature over Printed Name)

RATING					
	5 - Excellent	4 - Very Good	3 - Good	2 - Fair	1 - Poor



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College of Information, Computer and Communications Technology



APPRENTICE PERFORMANCE APPRAISAL REPORT

Name : _____

Company : _____

Term : **Finals**

Rating

1. Quality of work

Ability to work with thoroughness, accuracy and neatness

2. Quantity of Work

Individual productivity, swift execution of tasks with least errors

3. Dependability

Ability to perform and complete work as instructed and when needed extends office hours when demanded.

4. Cooperation

Ability to work harmoniously with others, follow instructions carefully.

5. Personality

Effectiveness in control with others, courtesy, tact, dresses neatly and appropriately.

6. Attendance

Regular and punctual in office attendance, proper observance of break periods and dismissal time.

7. Resourcefulness

Ability to develop innovative solutions and adjust readily to changing circumstances

8. Managerial Potentials

Can deal with people effectively, handle problems correctly and manage other resources efficiently.

TOTAL: **=====**

Comments:

Rated by: _____
Name of Supervisor/Employee and Date
(Signature over Printed Name)

RATING					
	5 - Excellent	4 - Very Good	3 - Good	2 - Fair	1 - Poor

EVALUATION OF PRACTICUM EXPERIENCE BY STUDENT

Name_____ Date_____
Employer_____ Supervisor_____

Please rate the practicum experience on the following areas by indicating the rating which most represents your evaluation

RATING

5 - Excellent 4 - Very Good 3 - Good 2 - Fair 1 - Poor

	Rating	Comments
Immediate superior		
Co-workers		
Workplace		
Opportunities to learn new skills		
Tasks assigned		
Overall experience		

What were the greatest benefits you received from this internship?

What were the biggest problems you encountered in this internship?

What suggestions do you have for improving the practicum program?

Do you recommend this company to future practicum students?

FINAL INSIGHTS

Write an essay detailing your whole practicum experience.