OJT**/Practicum/**Immersion **Form E-Activity Journal**

GUIDE IN FILLING OUT THE ACTIVITY JOURNAL

To the OJT Students:

This activity was designed to enhance your learning by having a journal of your daily activities. This will also help you understand yourself and help you plan your career as you to deliberately write down your daily tasks and the skills, attitude and values you learned for the day. There are no shortcuts to learning and understanding who you are and what you want to do in life.

There are no right or wrong answers or entries. Write short sentences or phrase on your notebook and provide short answers on the **Competency Checklist.** With a journal, you will be able to review your experiences that will help you plan what you want to do.

What You Need to provide

One (1) at least 48-page notebook

Ball pen/pencil, eraser.

What You Need to Write on the Notebook

1. ***Background:***

To provide some basic information, please write this on the first page of your notebook:

1. Your Name: Kesia Joy C. Sasam
2. Father’s Occupation: Contractor
3. Father’s educational attainment: Elementary Graduate
4. Mother’s occupation: None
5. Mother’s educational attainment: Tech-Voc Graduate
6. Number of siblings:2
7. Type of communities in which you lived: Rural / Suburban / Metropolitan
8. ***Daily Activities***

Write your daily activities that include those assigned to you as tasks as on OJT/Immersion student. Reflect on your tasks then write the knowledge, skills and values you learned for the day. Then transfer these to the **Competency Checklist** and rate yourself as objectively as you can. Save the **Competency Checklist** for your supervisor to check later. Be sure to do this journal on your notebook. It will enhance your learning as you reflect on what you did for the day.

1. ***Accomplishments/ Activities:*** Write down your activities or accomplishments so far. This is an important step in helping you understand your skills, values, likes and dislikes. In a few words, describe your accomplishments in the space below.

*3.1.* High School Accomplishments (academic or extra-curricular):

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2. College Accomplishments (academic or extracurricular):

a) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.3 Volunteer Accomplishments (Community)

* 1. ROTC Clean Up Drive
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.4. Work Accomplishments (if any)

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.5. Other Accomplishments (hobbies, recreation, clubs, etc.)

* 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. ***Skills:*** Now that you have identified some of your accomplishments and activities, you should determine the skills or abilities you developed and used. For each accomplishment and activity, you listed on the previous page. State what important skills you used. If you used the same skill in more than one area, list it wherever appropriate.

4.1. Skills Used in High School Accomplishments/Activities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.2. Skills Used in College Accomplishments/Activities

Flexible, Attention to detail and Ability to work both alone and in a team.

4.3. Skills Used in Volunteering or Community Service Accomplishments/Activities

Flexible, Cleaning Skills\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.4. Skills Used in Work Related Accomplishments/Activities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.5. Skills Used in Work Related Accomplishments/Activities

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**5**. ***Interests:*** There are some things you enjoy and others that you do not. For each accomplishment or activity, write what you liked and disliked about it. You may find the same likes and dislikes in­­­­ several areas.

LIKE DISLIKE

5.1. High School/College Activities

a. New skills and knowledge Backstabbing and Annoying classmates

b. Gaining new academic achievements Receiving high expectations

c. Being able to lead and help Tardy and Not hard-working teammates

d. Understanding Teachers Projects always keep piling up

e. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.2. Volunteering / Community Service Activies

a. Gain new friends Tardy and Not hard-working teammates

b. New Skills and Knowledge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. New experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.3. Work Related Activies

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.4. Any Others Areas (hobbies, recreation, clubs)

a. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

b. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6**. ***Values :*** Values are those things you believe in and strive for. They are basic and important yet sometimes difficult to identify beacause you may not be consciously aware of them. The purpose of this section ton work and career, in order to clarify their importance. Some examples of value are: your dependabilty; the freedom to do want; Quality rather than quality; rural setting; remaning on the farm; working alone; helping others; being creative.

List as many of your values as you can:

1.Loyalty 6. Self-Discipline

2.Honesty 7. Cooperation

3.Perseverance 8. Responsible

4. Authenticity 9. Patience

5.Compassion 10. Courage

Now rank the top five from most important to least:

1. Patience

2. Loyalty

3. Respectful

4. Self-Discipline

5. Cooperation

7. ***Skills Summary:*** Review the section on skills. Usaualy there are patterns . Some skills may have been repeated the same skill. May have used different words to represent the same skill. Write down the five skills, which most frequently:

7.1.Attention to Detail

7.2.Analytical

7.3.Hardworking

**8. *Likes and Dislikes Summary****:* Review your likes and dislikes in the same way you reviewed your skills. Write the five likes and the five dislikes which appear most frequently:

LIKE DISLIKE

1. Gain new skills and knowledge 1. Tardy and Not hard-working teammates

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**9. Career Action Plan.** The previous sections concentrated on your experiences to help you understand yourself better. As you make plans for your job search and a career, your chances of success will be enhanced if you consider your plan based on what you know about yourself. This section includes important items you should think about in this phase, focusing on “what do you want to do?”

***Job Factors:*** Rank the five most important job factors – think only in terms of what is related to the job.

3 challenge \_\_\_\_\_\_travel

1 opportunity for advancement \_\_\_\_\_\_security

\_\_\_\_\_educational opportunity \_\_\_\_\_\_ size of company

2 training program \_\_\_\_\_\_prestige

\_\_\_\_\_salary 5 work environment

\_\_\_\_\_co-workers \_\_\_\_\_\_initial job assignment

\_\_\_\_\_type of boss \_\_\_\_\_\_ hours per week

\_\_\_\_\_frequency of moves \_\_\_\_\_\_ job location

4 type of industry \_\_\_\_\_\_seeing results of job

\_\_\_\_\_independence of action \_\_\_\_\_\_others (list)

Considering the job factors you have ranked above and keeping in mind your skills, interests and values, described in a few written sentences the characteristics of an ideal job for you:

***Non-Job Factors:*** There are other items that you should evaluate which encompass the time spent away from work. From this list rank the five most important non-job factors for you:

5 climate 1 commuting distance

\_\_\_\_\_\_proximity \_\_\_\_\_\_frequency of moves

\_\_\_\_\_\_cultural activities 2 cost of living

4 recreational activities \_\_\_\_\_\_adult education activities

\_\_\_\_\_\_spouse’s career opportunity \_\_\_\_\_\_public schools

3 Type of community \_\_\_\_\_\_close to family/friends

\_\_\_\_\_\_church \_\_\_\_\_\_others (list)

Considering the non-job factors, you ranked above, described the characteristics of your ideal non – job environment:

The ideal job and the ideal non-job environments you have described make up your desired lifestyle. As a way of further understanding this lifestyle you may want to compare it with your responses in the background section in order to see how your family background and lifestyle have influenced it.

***10. Goal Setting:*** I plan to interview employers from the following organizations (list names of organizations or types):

I plan to interview ­­­­­­­­­­­­­­­­ few numbers of employers.

Ideally: I plan to accept a job by 2024 (date).

For the first year of employment, my goals are:

1. To have a good relationship with my employer and co-employees

2. To gain experience and knowledge

3. To contribute to the goals of the company

4. To earn money

5. To adopt work environment

Some of goals I want to accomplish in five years are:

1. Helping my family in paying in the house needs.

2. Build Businesses

3. To travel with my own earnings

**DAILY ACTIVITIES**

**June 28, 2021**

We are first assigned in the different module and was tasked to do prototype.

**June 29,2021**

Drafting initial prototype to our module.

**June 30,2021**

We held a meeting with the supervisor and Practicum adviser and was designated to another module. The contents for each module was discussed briefly and was tasked to do a prototype immediately.

**July 1, 2021**

Our group had a meeting for the assigning of tasks. The first task I was being assigned to is to create a prototype for the student interface in OSAS Main module.

**July 2, 2021**

The task is still ongoing. Later on, we had another group meeting for finalizing the design of the prototype.

**July 5, 2021**

On this day we were having a meeting with Ma’am Mishill OSAS Members to present the Final Gantt Chart and also the prototypes of the different module.

**July 6, 2021**

This day I have revised the prototype on what ma’am mish commented in our presentation.

Planning for the additional design and functions.

**July 7, 2021**

Today I started creating the mock up design for the Complaints (Student Interface).

**July 8, 2021**

This day I created the Request for Good Moral (Student Interface) Mock up design.

**July 9, 2021**

This day I stopped working on the Student Interface and started creating the Superadmin module.

**July 10, 2021**

This day I finalize the mock up design of OSAS Main (Student Interface) and Superadmin module.

**July 12, 2021**

This day we have presented our final mock up design for our module to the Supervisor and Practicum Adviser. There are a lot of changes and additional pages for the flow and processes.

**July 13, 2021**

This day we had a meeting with our Practicum adviser for further discussion of the flow and processes of our module.

**July 14, 2021**

This day I was adding and updating the final mock up design for the OSAS Main Student Interface and Superadmin

**July 15, 2021**

This day we had a meeting with the project manager for the final process and flow of our module.

**July 16, 2021**

This day I started creating the front-end design for the Superadmin module.

**July 19, 2021**

This day I created the Front-end design for the OSAS Main Student Interface.

**July 20, 2021**

This day I finalize the OSAS Main Student Interface Front-end design.

**July 21, 2021**

This day I attended a meeting with Ma’am Mish for the checking of tasks. And I also attended a meeting with Ma’am Lorlie Andres (OSAS Adviser) presentation of the whole system.

**July 22, 2021**

This day I attended a Meeting with OSAS Main Supervisor and OSAS Adviser for the Presentation of OSAS Main system. And a meeting with our team with OSAS Adviser. Also I attended a meeting with Front End Designers checking and revising colors and designs.

**July 23, 2021**

This day I applied the changes to the OSAS Main Student Interface base on the feedbacks and suggestions from our adviser from the previous meeting.

**July 26, 2021**

This day I was assigned to help in coding the functions in Student Disciplines.

**July 27, 2021**

The task that was given to me is still ongoing. The functions are working properly and the task is done by the end of the day.

**July 28, 2021**

This day I started on working on the functions of the Student organization apply button.

**July 29, 2021**

This day I continued on doing my task. Uploading the files function is not easy for me and I am confused by the design. I still manage to do my task but slowly.

**July 30, 2021**

This day I continue doing the Student Organization functions.