

Internship Orientation

IT Department

IS/IT/IST

Term 2 AY 2021-2022 OJT Takers
01 APRIL 2022, Virtual Meeting

OUTLINE

1. Course Objectives

2. Allowable Projects/Tasks

3. Timetable/Calendar

4. Procedure

5. OJT hours and Pre-requisites

6. Grading System

7. Work Ethics

8. OJT Companies

9. FAQs

OBJECTIVES:

- Provide IS/IT/IST students with a venue to gain professional experience as on-the-job trainees
- Expose students to the use of IT in industry, government and academe
- Further develop competence in terms of the following:
 - Professionalism in Dealing with Clients
 - Quality Consciousness
 - Time Management
 - Teamwork
 - Critical thinking and Discipline
 - Resourcefulness and Self-reliance

Possible Projects/Tasks:

- Systems Analysis and Design
- Systems Development
- Module or Component Development
- Complete Software Development
- Website or Web Applications Development*
- AVP/Mktg Materials*
- Graphics/Animation*

* For IST students

** For IT students

- Information Systems Support Activities
 - *but not data encoding/db maintenance*
- Technical Writing
- User Technical Support Activities
 - *but not PC trouble-shooting*
- Technology Research
- Technology Management and Planning
- Security, Asset Mgmt, Policy enforcement, system update **

TIMETABLE

Pre-Deployment (Term before OJT)

Task Name	Task Owner	Schedule/Duration
1. SITE Orientation	IT Practicum Coordinator (IT PC)	1st or 2nd week of Term prior to OJT
2. Company Search - try applying to those companies who agrees to sign the MOA template - https://docs.google.com/spreadsheets/d/1i4LeUSxYyh-t5GrOVQh1OzmFZeBcgb0xVCUcU3w9KeQ/edit#gid=1227020339	Student	Week 2 to Week 12 (11 weeks) <i><u>Final deadline: Week 10</u></i>
- Last day for sending CIS for approval	IT PC	Week 10 (current term)
3. Company Approval	IT PC	1-2 working days after CIS submission via email
4. MOA processing/signing	Student/IT PC/ITDepSec	Week 10-onwards
5. MOA Notarization	<i><u>IT Department</u></i>	Week 1-Week 14 – waived during Pandemic Last Day for submitting six (6) copies of <i><u>signed MOAs:</u></i>

TIMETABLE

Deployment Stage (OJT Term)

Task Name	Task Owner	Schedule
1. Submission of Weekly Attendance and Progress Report to practicum adviser/linkage officer (LO) *	Student	End of Week 1 End of Week 2 End of Week 3 End of Week 4
2. Submission of Monthly Attendance and Progress Report to practicum adviser/linkage officer (LO)	Student	End of Week 8 (Covering Week 5-Week 8) End of Week 12 (Covering Week 9-Week 12)
3. Practicum Adviser/LO Visit	IT Faculty	<i>To be scheduled by the adviser</i>

- If no adviser/LO assigned yet, submit the report to the ITPC (ma.rowena.caguiat@dlsu.edu.ph)

TIMETABLE

Post-Deployment : Week 12-Week 14

Task Name	Task Owner	Schedule
1. Sending of company supervisor's email address to IT PC	Student	Week 11 (Term 2-for those with PRCINFO)
2. Submission of online evaluations	Student	Week 11-Week 13 (Term 2-for those with PRCINFO)
3. Submission of hard copy of : Certificate of Attendance Certificate of Project Completion	Student	<u>Week 14</u>

- If no adviser/LO assigned yet, submit the report to the ITPC (ma.rowena.caguiat@dlsu.edu.ph)

- Student requests for an endorsement letter through email*
- IT PC issues Endorsement Letter*
- Student includes the CIS and Training Plan (CTP) upon application and if accepted, asks the company to accomplish the form and also give the MOA templates for company evaluation/ checking/ approval
 - If there are concerns with the documents, company or student can send email to ITPC
- If CTP is approved, student submits the pre-deployment requirements (1. DLSU-Company MOA, 2. Student-Company MOA, 3. Internship Plan) which has been approved/reviewed by the company's HR or legal to the Dept Sec.
 - Prior to submitting, it is the student's responsibility to check for completeness and correct information such as, but not limited to, company name, company representative, address, course or program of student and remove highlights and comments
 - For MOAs without changes:
 - Ask signatories to sign, submit 6 copies of: MOAs, photocopy of the valid IDs with 3 specimen signature on the side or below of company rep, student and parent/guardian
 - For MOAs WITH changes:
 - Mark / highlight changes made in the MOAs, if any (i.e. add, edit, delete phrases/ clauses) and provide cover page showing the summary of changes made (submit 1 copy only)

*if needed or required by the company

Pre-Deployment

NOTES:

1. The start date/s (i.e. agreement date and of OJT) should be post-dated (at least 1 MONTH after submitting the documents)
 - Example: if you plan to submit the docs on the 15th of month XXX, the date should be 15th of month XXX and start date of OJT should be on the 15th of month XXX
 - Once the MOA docs have been approved by DLSU legal counsel, finalize the MOAs, ask signatories to sign (company rep and supervisor) and attached a photocopy of their valid ID with 3 specimen signature
- Dep Sec / IT PC checks the documents and gives feedback to students if there are problems
- IT PC will forward documents to OULC for initial review/final review
- IT Secretary updates the MOA Status google sheet:
 - If approved by the DLSU legal counsel ("OULC"), CCS/VCA signatories sign the MOAs
 - Students should check MOA status from time to time
 - If requested changes are disapproved, student informs the company of the feedback/ comment
 - ✓ If company agrees to the recommendation, student submits the revised MOAs for the OULC's final review

Deployment

- **Student submits reports (progress and attendance using the templates at CANVAS)**
- **Student coordinates with LO for the company visit (2x for IS/IT, 1x for IST)**
 - **LO visits the student and talk to the supervisor**
 - **LO gives feedback to student**
- **Student communicates with LO any concerns**

Post-Deployment

- Student accomplishes the ff. online forms:

1. LO evaluation
2. Program evaluation
3. End-of-Internship Report
4. Peer-rating – N/A
5. Assessment Survey

Week 11-13

- Company accomplishes the online Student Evaluation
 - Student to send email address of supervisor to IT PC (on or before Week 11)
 - IT PC sends the link to the supervisor

Week 12-13

Week 12-14

- Student submits certificates of attendance and project completion to LO
- Student informs LO if s/he will not be able to complete the OJT hrs. or finish the tasks within the term *

*If student will not be able to complete within the term, s/he gets a 9.9 deferred grade and should complete the requirements **before the FINAL EXAM of the following Term**. Otherwise, this will be automatically converted to “W”.

- if student is graduating, s/he should be able to **SUBMIT ALL** the requirements by **Week 1 of the following term**

- if student is not graduating, s/he can SUBMIT ALL the requirements until Week 12 of the following term.

OJT HOURS and PRE-REQUISITES – Not Applicable During Covid 19 Pandemic

	IS/IT		IST	
OJT Duration	520* hrs		200 hrs	
Pre-Requisite	(MET-RES)	(ITMETHD), (ITETHIC)	(ISTRMET)	

~~THIS IS 01/THS-IT1 and PRCICTM/PRCINFO~~

OJT HOURS and PRE-REQUISITES- During Pandemic

Degree	Ideal for the following job roles:	Term of Internship	Required Hours
BS Computer Science in Software Technology	<ul style="list-style-type: none"> Lead Developer Software Architect or Engineer AI System Designer Software Product Owner Technical Project Manager Technology R&D Manager 	Term 2 (Feb)	320
BS Computer Science in Computer Software Engineering	<ul style="list-style-type: none"> Microprocessor System Designer Embedded Systems Engineer Test Engineer System Software Developer Product Owner and Engineer Technology R&D Manager Software Engineer 	Term 2 (Feb)	320
BS Computer Science in Network and Information Security	<ul style="list-style-type: none"> Network Technology Specialist Threat and Vulnerability Analyst System Software Developer Product Owner and Engineer Technology R&D Manager Software Engineer 	Term 2 (Feb)	320
BS Interactive Entertainment	<ul style="list-style-type: none"> Game Developer Game Designer Gameplay Programmer Computer Programmer Tools Programmer Mobile Applications Programmer Artificial Intelligence Programmer Software Analyst Quality Assurance Engineer 	Term 2 (Feb)	460
BS Information Systems	<ul style="list-style-type: none"> Business Process Analyst Data Analyst Project Manager Solutions Specialist Information Systems Project Systems Analyst UI/UX Designer Application Developer Quality Assurance Specialist 	Term 1 (Oct)	486
BS Information Technology	<ul style="list-style-type: none"> Network Engineer Systems Administrator Enterprise System Specialist 	Term 3 (Jun)	486

GRADING SYSTEM

97-100	: 4.0
93-96	: 3.5
89-92	: 3.0
85-88	: 2.5
80-84	: 2.0
75-79	: 1.5
70-74	: 1.0
	: 9.9*

* Incomplete / deferred grade (no enrollment needed for the completion term (following term)

50% Company; 50% LO/Practicum Adviser

Work Ethics

Top 10 Work Ethics

- Attendance
- Character
- Team Work
- Appearance
- Attitude
- Productivity
- Organizational Skills
- Communication
- Cooperation
- Respect

OJT COMPANIES



Logos were downloaded from the Internet (google, images)

OJT COMPANIES

ZALORA

 MEGAWIDE



LIST OF COMPANIES FOLLOWING NEW CHED ALIGNED MOA

Achieve Without Borders, Inc.	Gurango Software Corporation	
Asurion Hong Kong Limited - ROHQ	GX International Inc.	
Bastion Payment Systems Corporation	Habi Education Lab	
Bangko Sentral ng Pilipinas	HCX Technology Partners	
Bright Venture Partners Philippines	Ideaspace	
Chevron Holdings Inc.	Indigo Artificial Intelligence Research Inc.	
Citibank NA ROHQ	Infor PSSC Inc.	
Cobena Business Analytics & Strategy, Inc	Information Managers Inc.	PLDT Inc.
Delteck Systems (Philippines), Ltd.	Ingram Micro	Procter & Gamble Philippines, Inc.
DHL Express (Philippines), Inc	Institutional Shareholder Services	PSG Global Solutions
Equitable Computer Services Incorporated	Metrobank Card Corporation	Red Core Information Technology Solutions, Inc.
EZY Infotech Inc.	Metropolitan Bank and Trust Company (METROBANK)	Rocket Labs Consulting Inc.
Framedia Inc.	National Mapping and Resource Information Authority	Rocketship Creative Design Services Co.
Globe Fintech Innovation, Inc.	Nokia	Storm Technologies, Inc.
	NoMis	Team Absolute Global, Inc.
	OpenText Philippines Inc	Thomson Reuters
	Orange Translations Inc.	Tiger Consulting and Software Dev't Inc.
	Orange and Bronze Software Labs, Inc	UNILAB Inc.
		Unionbank of the Philippines
		UXMNL Inc.
		Vertiv (Singapore) Holdings PTE. LTD - ROHQ
		Webb Fonatiane
		White Widget
		Willis Towers Watson
		Willis Towers Watson Global Business Services, Inc
		Zuellig Pharma Asia Pacific Ltd., Phils. ROHQ

MOA Status Link:

<https://docs.google.com/spreadsheets/d/1QtqlemNOXtiGUhH12Yc8eRhw0Q60J0pEQbGjLK-l-E/edit#gid=0>

FAQs

- Can I enroll another subject while taking my practicum?

Yes IF capstone 2 or Graduating (needs approval of Chair)

- Can I enroll proj1 together with practicum on the same term?

NO NO NO Why? WORKLOAD

- Can I start my OJT and enroll it the following term?

NO (Student must be officially enrolled i.e. day 1 of term)

- Do I get a grade of 0.0 if I do not complete the 486 hours or submit all the requirements on time? **No**

FAQs

- Can I apply in several companies?

YES, you may submit several CTPs, inform ITPC ..

BUT what

- *If I am accepted in one company but I am still waiting for another (preferred) company, do I wait for the other company's reply?*

YOU MUST DECIDE:

Option 1) Inform the first company that you are not pushing thru with the internship (i.e. Decline the offer) – CONSEQUENCE: the company you prefer might not take you in so you would go back to searching (DELAY)

Option 2) Accept the job offer already – CONSEQUENCE: your preferred company has accepted you BUT YOU CANNOT back out anymore from the first company since they expect you on board (BE a PROFESSIONAL, BE a LASALLIAN)

FAQs

- Will I be given an allowance/stipend?

It depends on the company policies (but what is your goal? Earn or Learn?)

- When is the deadline for those with deferred grade?
- Is night shift allowed? **YES**
- Is overtime allowed/ counted? **YES (ask co. if they allow so that you can catch up with the OJT hours if ever)**

Q & A

- ▶ Send message to Google Hangout –
 - ▶ **ma.rowena.caguiat@dlsu.edu.ph**