ON THE JOB TRAINING (OJT)
Expectations during this orientation

- Sign up in the attendance sheet: attendance today forms part of the prelim grade (10%)
- Be aware of the requirements to pass the subject
- Internalize the objectives and description of the Practicum/OJT Program
- Be clarified on related issues/concerns
- Identify the OJT host company immediately after this meeting
MGT 408P; HRD409; OFAD

- A requirement in the BSBA Curriculum
- The Practicum or OJT part of the curriculum
- An off-campus activity
- Enables the graduating students to experience the life in the workplace
- Provides an opportunity for future professionals to apply classroom learnings
- Has certain requirements for students to pass the subject
- Would be graded based on submitted requirements of the subject
Ojt objectives

- To provide workplace experience/exposure for graduating students in the Business Management program
- To enhance the department’s network and linkages with industrial companies & businesses vis-à-vis career placement for its graduates
- To provide opportunities for future professionals relative to the labor market
- To enable the students to apply and appreciate the relevance of classroom learning
- To gain inputs so as to continuously improve the OJT/Practicum Program of the department
Attendance requirements for the practicum/ojt program

- Physical presence in the OJT host company must be 360 hours
- Arrange schedules and phasing of OJT duty with host company. OJT hours must be completed BEFORE the FINAL EXAMINATION schedule
- Special group/class meetings maybe required by the practicum professor; this does not form part of the 360 hours
Cont. attendance requirements

- Class meeting would be held during the exam week, as per schedule; attendance is required for each meeting (Prelim, Midterm, Finals)
- Attendance to this orientation is 10% of the prelim grade of the subject
Practicum/ojt program requirements

- OJT hours: 360 hours
- Attendance to: orientation, regular or special class meetings
- Submission of requirements on or before November 17, 2010: Filled-up index card, Letter of Assumption to OJT duly signed by host company supervisor; copy of letter submitted to & received by host company; one-page resume; waiver duly signed by guardian/s.
Cont. requirements

- Submission of periodic requirements during examination week schedule: Time Record of Work Rendered/DTR for the period covered; one-page learning experience; Filled-up or updated journal
- Submission of a case study report about the OJT host company on or before the scheduled final examination date & duly signed by the OJT supervisor
- Submission of evaluation form & certificate of completion on or before the final exam schedule
The index card (5” x 8”): contents.....

- Name
- 1 x 1 ID picture
- Course/year/section
- Home Address
- Contact Numbers: Home & cellphone
- OJT/Practicum Host Company & its address
- Name of Direct/Immediate Supervisor
- Location Map of the OJT host company (back of index card); provide landmarks
The Journal

- Contains daily record of OJT/Practicum tasks/responsibilities accomplished
- Each daily record should contain the following:
  - The day and date: Day 1 would be the day of the assumption of OJT duty as stated in the letter
  - The list of tasks performed and approximate time spent per task; classified into planning, leading, organizing, controlling functions, and others
  - Significant learning/s for the day
  - Signature of the immediate supervisor
Important Reminders re: Journal

- Be diligent in updating your record book
- Be truthful in your record
- Journal inputs are vital in your periodic/term grades computation
- Record other relevant information, at the other pages of the journal, that may help in the continuous improvement of the OJT/Practicum Program
Final Case Study Report

- To be submitted on or before the final term exam schedule
- To contain the following inputs:
  - Company profile
  - Classroom learnings/theories used during the OJT in the host company
  - Issues and concerns about the company as noted during the OJT
  - Recommendations to improve company as noted during the OJT
  - Summary of PLOC and other functions accomplished during the OJT
Other Reminders:

- OJT Professor would conduct on-site monitoring of OJT students.

- The OJT student would be evaluated by the host company supervisor by the end of the OJT program.

- For the students:
  - Project a La Sallian image.
  - Be on time in reporting daily to the host company.
  - Wear the appropriate attire when reporting to the company.
Cont.

- Observe office rules, organizational culture, and protocols
- Communicate and be team-focused
- Be obedient, courteous, and helpful to your co-workers and superior/s
- Observe ethics in the workplace
- Apply classroom learning/s in the OJT workplace
- Give your best since the OJT host is a prospective employer
Cont. Reminders

- The latest date for OJT/Practicum student placement is November 20, 2010. Otherwise, the student may be advised to just drop the subject due to time constraint.

- The counting of the 360 hours required for the subject would commence on the date stated in the “Letter of Assumption of Duty” as confirmed by the OJT host company supervisor.
Documents to be downloaded in the portal

- Letter of Recommendation/Endorsement re OJT
- Memorandum of Agreement (if company is not yet in the listing)
- List of Accredited OJT Host Companies/Firms
- Waiver
- Time Card/Sheet
- Assumption Letter
- Journal
Grade Computation

- Final Grade = Prelim Grade + Midterm Grade + Final Grade / 3
Prelim Grade Computation

Documents Submitted: 20%

- Duly accomplished Index card
- Copy of the Letter of Recommendation duly stamped/received by the OJT host company
- Letter of Assumption duly signed by the OJT supervisor
- Waiver duly signed by the parents/guardians
- Resume
- MOA (if not yet in the official school list)
Attendance:

- Practicum Orientation 10%
- School Meetings (Prelim Exam Schedule) 5%
- Actual OJT (based on the time sheet duly acknowledged by the OJT Supervisor) 30%

Status Report (regarding Final Case Study) 5%
Journal Entries/Documentation for period covered (Start of OJT until Prelim exam schedule) 30%
Mid-term Grade

- Attendance in Meeting (Mid-term exam schedule) 5%
- Actual OJT (based on the time sheet duly acknowledged by the OJT Supervisor) 45%
- Status Report (regarding Final Case Study) 5%
- Journal Entries/Documentation for period covered (Day 1 after Prelims until Mid-term exam schedule) 45%
Final Term Grade

- Attendance in Meeting 5%
- Actual OJT (based on the time sheet duly acknowledged by the OJT supervisor) 15%
- Certificate of Completion duly signed by the OJT host supervisor/manager 5%
- Evaluation Rating accomplished by the OJT Supervisor 30%
- Journal Entries/Documentation (day 1 after Mid-term until Final term exam schedule) 15%
- Final Case Study Project/Report 30%