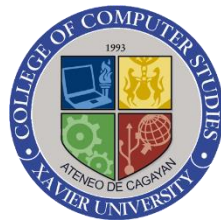


XAVIER UNIVERSITY – ATENEO DE CAGAYAN
COLLEGE OF COMPUTER STUDIES
DEPARTMENT OF COMPUTER SCIENCE

OJT Guidelines

CS 50.1 On-the-Job Training



Guidelines for Computer Science On-the-Job Training

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Overview and Objectives

The On-the-Job Training Program is a requirement for the degree of BS in Computer Science. Under the program, the students undergo 240 hours of work exposure to companies or government agencies where they learn practical applications of the concepts they learned from the academe and at the same time learn and acquire people skills. The industry benefits also from the training in that the academe is able to supply the former's demand for a developed human resource.

The On-the-Job Training Program aims to:

1. Expose incoming fourth year CS students to actual work conditions;
2. Provide opportunities for the students to use their initiative to translate theories and principles learned from the classroom into concrete applications in the real world;
3. Instill in the students the right work attitude, ethics, and values;
4. Provide opportunities for the students to experience professional interaction with practicing professionals and with other people in the organization; and
5. Allow students to observe their future role in the industry.

Qualifications

Incoming **Fourth Year BS Computer Science** students are qualified to undergo the Summer OJT program, provided that the student does not exceed 50 units (including OJT) remaining from their BSCS curriculum.

Students are to submit a **Plan of Study** indicating the units being taken during the second semester, and for the remaining semesters until graduation. Students will then be evaluated by the coordinators individually to check their qualification for the OJT program.

Only students who have been duly evaluated are given clearance to enroll CS 50.1 in summer.

General Instructions

1. After validation of the student's qualification for OJT, the student will find a company of his/her choice where he/she will undergo the OJT, provided that the work he/she will perform is computing or IT related. It is not the Department who will assign the students to companies.
2. Processing of application to companies may be done before the student enrolls for CS 50.1 in summer. It is important that the student must enroll this course so the 240-hour work will be credited as OJT. Students will still follow the University schedule for enrollment.
3. The student will process their application for OJT in their prospect company. Students should ask for **recommendation letter** from the OJT Coordinator duly signed by the Department Chair and College Dean. Students will give to the OJT Coordinator the name and

address of the company, together with the name where to address the recommendation letter.

4. Once the student's application has been accepted, he/she must inform the OJT Coordinator the following:
 - a. Name of the company
 - b. Address of the company
 - c. Name of the direct supervisor
 - d. Position of the direct supervisor
 - e. Contact details of the direct supervisor
5. Upon completion of the prescribed 240 hours, students must submit their OJT documentation report to the coordinators. Contents and formatting will be posted in the eLearn course site. Deadline for submission is 20 May 2015 (Friday). Failure to submit on time may give the student INC grade for the course.
6. Keep the original copy of your **Certificate of Completion**. Submit only a clear copy of the document. Before graduation, the Office of the Registrar may ask for a copy of your certification.
7. Students may be visited by the OJT Coordinator any time within the duration of the training. Students will be notified within a reasonable time for the visit.

Requirements

Pre-training. The following must be accomplished by the student before he/she begins the OJT:

1. Accomplished Trainee Information Sheet
2. Accomplished Student's Intent
3. Accomplished Waiver
4. Recommendation Letter

Post-training. A documentation report must be submitted by the student after he/she finishes the OJT:

1. Background of the Company
2. Weekly Progress Report
3. Learnings from the OJT
4. Important documents

Students are to submit all OJT documents (except for the training performance evaluation by the supervisor) both in printed and digital copy. Upload links will be provided in the eLearn course site.

Grading System

Students will be given a letter grade based on the following criteria:

- Documentation Report 50%
- Supervisor's Evaluation 50%
100%

Documentation Report Contents and Format

All students undergoing the OJT are required to submit a Documentation Report after the OJT but one week before the submission of final grades. The contents of the bounded report are as follows:

Cover Page

Table of Contents

Chapter 1 – Background of the Company

1. Company/Institution Name
2. Address
3. Type of Organization (Private, Government, Government Owned and Controlled Corporation, Non-Government Organization, etc.)
4. Date Established
5. Line of Business or Purpose of the Institution's Existence
6. Description of the Company/Institution
7. Vision and Mission
8. Short History
9. Organizational Structure and Chart (with names of people in the office you are in)
10. Your position in the organizational chart

Chapter 2 – Weekly Progress Report Compilation

Chapter 3 – Assessment of the OJT Program

Reaction paper that answers the following points:

- Technical learning from the OJT experience
- Experience with colleagues in the company
- Most memorable experience
- Recommendations of the OJT program
- Advise to future undertakers of OJT

Chapter 4 – Pertinent Documents

1. Trainee Information Sheet
2. Student's Intent
3. Waiver
4. Application Letter
5. Letter of Acceptance (optional)
6. Recommendation Letter
7. Certificate of Completion (photocopy)

8. Supervisor's Evaluation Form (sealed in long mailing envelope signed across the flap)
9. Authenticated Copy of DTR
10. Photo Documentation
11. Other documents not specified

Timeline

Date	Remarks
Feb 17 (Wed)	OJT Orientation
Feb 29 (Mon)	Start of Release of Recommendation Letters
Apr 4-8(Mon)	Summer Enrollment
Apr 11-May 16 (6 wks)	Summer Term (OJT period)
May 20 (Friday)	Deadline of OJT Documentation (Online)
May 20 (Friday)	Deadline of OJT Documentation (Printed)
May 28 (Saturday)	Deadline of Summer Grades
Jul 13 (Wed)	Deadline of Completion of INC

List of Companies/Offices

The following is the list of companies who accepted interns of CS students Summer 2015 or have signified their interest in accepting interns from XU. You may apply from these companies, or you may opt to another company of your choice.

Area	Company	Address
Cagayan de Oro	Bai Web and Mobile Lab	Capistrano-Kalambaguan Sts., Cagayan de Oro City, Misamis Oriental, 9000
	Barato.com.ph	Online
	Cagayan de Oro City Police Office	Maharlika Building, Gumamela Ext. Carmen, Cagayan de Oro City
	Cagayan de Oro Water District	Corrales Ave., Cagayan de Oro City
	Cagayan Electric Power and Light Company, Inc.	T. Chavez St., Cagayan de Oro City
	City Social Welfare and Development Office – Cagayan De Oro	Legislative Building, City Hall, Cagayan de Oro City
	Department of Environment and Natural Resources Region X Office	Macabalan, Cagayan de Oro City
	Department of Science and Technology Region X Office	JV Serina St., Carmen, Cagayan de Oro City
	Innovuze Solutions, Inc.	8th Level, Gateway Tower, Limketkai Center, Lapasan, Cagayan de Oro City
	MASS-SPECC Cooperative Development Center	Tiano-Yacapin Streets, Cagayan de Oro City
	Minergy	Tablon, Cagayan de Oro City
	Misamis Oriental Telephone System, Inc.	Gen A. Luna Street, Cagayan de Oro City
	Pag-IBIG Fund	Justiniano R. Borja Street, Cagayan de Oro City

	Platypines Media Solutions	2/F Casa del Chino Ygua Bldg, Velez-Hayes Street, Cagayan de Oro City
	PLDT-Philcom Corporation	Max Y. Suniel Street, Cagayan de Oro City
	Social Security System Philippines Office – Cagayan de Oro	Calamansi Drive, Carmen, Cagayan de Oro
	Synnex Concentrix Corp	Trade Street, Pueblo de Oro, Cagayan de Oro City
	Syntactics, Inc.	Egmedio Building, Corrales Avenue, Cagayan de Oro City
	Technical Education and Skills Development Authority Region X	Jupiter Chavez St., Macasandig, Cagayan de Oro City
	XU Computing and Information Services Office	Lucas Hall, XU Main Campus, Corrales Avenue, Cagayan de Oro City
	XU Farm/Catholic Relief Services	Agriculture Building, XU Main Campus, Corrales Avenue, Cagayan de Oro City
NCR	Aestra Software Development	Upper Penthouse G, Burgundy Corporate Tower, 252 Senator Gil Puyat Avenue, Makati City
	Century Park Hotel	599 P. Ocampo St., Malate, Manila
	Jump Digital	San Miguel Avenue, Ortigas, Pasig City
	Nano-Q, Inc.	Unit 603 Emilia Commercial Bldg. 1299 Batangas St., San Isidro Village, Makati City
	SPi Global HR	SPi Bldg., Pascor Drive, Parañaque City 1700
Mindanao	Chevron	Jimenez, Misamis Occidental
	Del Monte Philippines, Inc.	Camp Phillips, Bukidnon
Misamis Oriental	Civil Aviation Authority of the Philippines	Laguindingan International Airport, Laguindingan, Misamis Oriental
	Philippine Sinter Corporation	Villanueva, Misamis Oriental
	Steag State Power, Inc.	Villanueva, Misamis Oriental
Visayas	3AG Business Solutions, Inc.	Ranudo-Jakosalem Sts, Cebu City
	Ray Networks	Rm. 02B J4B Bldg. Joaquin Compound, Pusok, Lapu-Lapu City, Cebu
	The Web Showroom Philippines	TWS Philippines - SLL Building, Lagon Techno Park, P. Remedio St., 6014 Mandaue City
	WorldTech Information Solutions, Inc.	3 rd Gate Vailoces Bldg., Rahmann St., Gorordo Ave., Cebu City