

[pic]



**ASSIGN
BUSTER**

[pic] PLACEMENT AND LINKAGES OFFICE Room 011

=====

===== PROCEDURE

FOR STUDENTS ENROLLED IN THE PRACTICUM PROGRAM

1. Report to your respective Practicum Adviser for orientation of the OJT Program.
2. Identify the institution where you want to undergo training.
3. Prepare an Application Letter to undergo the training with curriculum vitae attached (with proper photo). This will be checked by the adviser.
4. Fill-up the request slip for securing endorsement letter (attach a copy of application letter and CV) and have it approved by your Practicum Adviser. The Adviser will forward the request to the Placement & Linkages Office (PLO).
5. Get the Endorsement Letter from the Practicum Adviser. Make 2 photocopies (one for the PLO and the other for your Practicum Accomplishment Report /PAR)
6. Proceed to the training institution with the Endorsement Letter, Application Letter and Curriculum Vitae.
7. Get an Acceptance Letter from the training institution and submit 2 original copies to the adviser. The Adviser will forward one copy to the PLO. Get the following required information from the training institution for the Training Agreement Form (TAF):
 - Inclusive Dates of Training
 - Trainee's Working Hours Per Week and Timings/Schedule
 - Department/Unit where the Trainee will be assigned
 - Trainee's Job Description
 - Training Supervisor's Name and Title/Position
 - Training Supervisor's Contact Information (Phone Number and E-mail Address)
8. Get a (WBL) Agreement Form and a (WBL) Plan Outline from the Practicum Adviser (signed by the University Representatives - College Dean and Head of Academic Affairs) and have it signed by the Training Institution Representative. Submit a copy of the TAF and TPO to Adviser (the original

will be an attachment of PAR) 9. Undergo an orientation with the Training Institution Supervisor and start the training (120 hours) 10. Report to the Practicum Adviser for the following: a. Submission of requirements** b. Progress Report c. Evaluation forms (Evaluation of Competencies, Performance Evaluation, PAR Evaluation Form) to be given to the training institution before the completion of OJT d. Preparation of the Practicum Accomplishment Report (PAR) e. Submission of the Practicum Accomplishment Report (CD and hardbound copy to the Practicum Adviser to be forwarded to the PLO) DOCUMENTARY REQUIREMENTS** PRELIM REQUIREMENTS 1. Endorsement Letter (2 copies — for PLO and PAR) 2. Application Letter 3. Curriculum Vitae with photo attached 4. Acceptance Letter (2 copies — PLO and PAR) 5. Work Based Learning (WBL) Agreement Form (2 copies — PLO and PAR) 6. Work Based Learning (WBL) Plan Outline (2 copies — PLO and PAR) 7. Business Card 8. Chapter I — Company Background 9. Preliminary Examination Permit MIDTERM REQUIREMENTS 1. Chapter II — Narration of Experiences 2. Chapter III — Evaluation of Practicum Experiences a. Insights Gained from all phases of OJT b. Problems Encountered c. Solutions Offered d. Recommendation e. Conclusion 3. MIDTERM Examination Permit FINAL TERM REQUIREMENTS 1. Chapter IV — Detailed Weekly Reports 2. Appendices a. Documents submitted during Prelim Period (endorsement letter, CV..) b. Certificate of Completion (120 hours specified and signed by the training institution representative). Two original copies must be submitted to the Adviser. c. Evaluation of Competencies signed by the training institution representative d. Performance Evaluation signed by the training institution representative e. Performance Evaluation Form f. Attendance and Work Based Learning (WBL)

Accomplishment Report signed by the Practicum Adviser g. Photos of OJT Activities (student while on the job) h. Vicinity Map i. Hard bound copy and CD of the Practicum Accomplishment Report (with attached PAR Evaluation Form duly accomplished and signed by training supervisor) Note: The hardbound copy should be black with gold letters and must follow book format properly (Refer to the samples given by PA).

3. Final Examination Permit REMINDERS: - A Practicum student will be marked UNOFFICIALLY DROPPED (UD) if: • he/she fails to report to his/ her adviser until the midterm period; • he/she fails to submit the Prelim and Midterm Requirements - SUBMIT THE HARD BOUND COPY AND CD OF THE PRACTICUM ACCOMPLISHMENT REPORT AT LEAST ONE WEEK BEFORE THE FINAL EXAMINATION. - LATE SUBMISSION WILL BE CONSIDERED AS NO FINAL EXAMINATION (NFE) - NO EXAMINATION PERMIT, NO GRADE NAME

OBJECTIVE: To complete a challenging training/internship in _____ to be able to demonstrate my drive and ability in the field of _____.

To put my excellent theoretical knowledge into practice in a rewarding work environment. PERSONAL INFORMATION: Date of Birth: Nationality: Marital Status: Contact No/s: E-Mail Address: Residential Address: QUALIFICATION AND EDUCATION: Course: School: Year Graduated: Honors (if any): School: (Secondary School) Year Graduated: Honors (if any): School: (Elementary School) Year Graduated: Honors (if any): WORK EXPERIENCES (if any): Company Name: Position Inclusive Dates of Experience: SKILLS: (language skills, description and scope of communication and computer skills, etc.) INTERESTS: (special interests, productive leisure activities) TRAININGS AND SEMINARS: (Title of Training, Venue, Sponsoring Organization, Date of Training) REFERENCES (if any, if available): (Name, Company, Position,

<https://assignbuster.com/pic/>

Contact Information) 24 September 2010 MR. ALI AHMED MOHAMMED
Director of Air Navigation CIVIL AVIATION AFFAIRS Kingdom of Bahrain Dear
Sir, I am a graduating student of AMA International University — Bahrain
taking up Bachelor of Science in Business Informatics. As part of the
requirements of the course, I have to undergo 120 hours On-the-Job Training
related to my course within this first trimester of this school year. In this
regard, I would like to respectfully request from your office to accommodate
me so that I could comply with the course requirements. I will be very
honored if you could find me a suitable training vacancy in your respected
organization. I have the pleasure in submitting my C. V. for your perusal and
kind consideration. I know that a letter and resume can only convey a limited
sense of a person's motivation and qualification. I would welcome the
opportunity to meet in person to explain my credentials fully. I look forward
to receiving your favorable response. Thank you. Sincerely, FATIMA HASSAN
ABDULLA PRACTICUM/ON-THE-JOB TRAINING PROGRAM First Trimester, S. Y.
2012-2013 PRACTICUM ACCOMPLISHMENT REPORT Presented to: DR.
LUMILYN B. PRADO Practicum Adviser College of Administrative and Financial
Sciences In Partial Fulfillment of the Requirements for the Degree Bachelor of
Science in Business Informatics By: AMAL GHAZI BH06500825 December,
2012 Salmabad, Kingdom of Bahrain College of Administrative and Financial
Sciences APPROVAL SHEET Approved by the Practicum Committee with a
grade of _____%. | | DR. LUZ GABOR | | Training Supervisor | Practicum
Adviser | | | College of Administrative and Financial Sciences | FINAL
APPROVAL Accepted and approved in partial fulfillment of the requirements
for the degree in Bachelor of Science in Business Informatics. DR. GERALDO
TALISIC University Vice President/Head of Academic Affairs Salmabad,

Kingdom of Bahrain College of Administrative and Financial Sciences Student

Trainee : Amal Ghazi Student ID No. : BH07500155 Section : BIPRAC (F)

Email Id/ Telephone No : amalgh2003@yahoo. com /39090926 Training

Institution : a&k Kitchen for life. Address : Manama, Kingdom of Bahrain Date

Finished : April 5, 2013 | PRACTICUM COMMITTEE | ACTION TAKEN | | | | | | |

DR. LUMILYN B. PRADO Practicum Adviser | _____ | | | | | | | DR.

LIZA E. DAOANIS | _____ | | Dean, College of Administrative and

Financial Sciences | | Salmabad, Kingdom of Bahrain College of

Administrative and Financial Sciences RECOMMENDATION FOR ON-THE-JOB

TRAINING This On-the-Job Training (OJT) prepared and submitted by

_____ in partial fulfillment of the requirements for the

degree in Bachelor of Science in Business Informatics is hereby submitted to

the Practicum Committee for consideration. DR. LUZ GABOR Practicum

Adviser Salmabad, Kingdom of Bahrain College of Administrative and

Financial Sciences ACKNOWLEDGEMENT Salmabad, Kingdom of Bahrain

College of Administrative and Financial Sciences TABLE OF CONTENTS Page

TITLE PAGE (indicate page

number) APPROVAL SHEET.....

RECOMMENDATION FOR ON-THE-JOB-TRAINING ACKNOWLEDGMENT

..... TABLE OF CONTENTS

..... CHAPTER 1 COMPANY BACKGROUND

..... 2 NARRATION OF PRACTICUM EXPERIENCES Practicum

Orientation Overall Program Objective

..... Importance of On-the-Job-Training Practicum

Experiences..... Scope of Work.....

Objective of Work to be Accomplished..... Contribution of Work to the

Company..... 3

EVALUATION OF PRACTICUM EXPERIENCES

Insights Gained from all Phases of On-The-Job Training... Problems Encountered

Solutions Offered

Recommendation Conclusion

..... 4

DETAILED WEEKLY REPORTS

Activity for Week 1 Activity for Week 2

..... Activity for Week 3

..... APPENDICES

Endorsement Letter

..... Application Letter

..... Curriculum Vitae

..... Acceptance Letter

..... (WBL) Agreement Form

..... (WBL) Plan Outline

..... Business Card

..... Attendance and Work Based Learning (WBL) Accomplishment

Vicinity Map..... Photos of OJT Activities

..... Certificate of Completion

..... Competencies Evaluation Form

..... Performance Evaluation Form.....

(WBL) Accomplishment Report Form

----- PICTURE