LORMA COLLEGES
College of Management and Accountancy
San Fernando City, La Union

ON-THE-JOB TRAINING PROGRAM AND POLICIES

PROGRAM: Business Management
INSTRUCTOR: NINO ROMYR H. SAAVEDRA, MBA

VISION AND MISSION OF LORMA COLLEGES
VISION: We envision LORMA COLLEGES as an educational institution with a global perspective emphasizing quality, Christian values, and leadership skills relevant to national development.

MISSION: To empower students for service anywhere in the world through Christian-inspired, quality-driven, and service-oriented education and training.

VISION AND MISSION OF THE COLLEGE OF ARTS AND SCIENCES
VISION: We envision the College of Arts and Sciences as a center of scientific and technological research acting as a catalyst in producing quality graduates equipped with Christian values, knowledge, and abilities utilizing a curriculum relevant to their field of specialization.

MISSION: To provide an educational training using technology that would cater to the needs recognizing individual differences, cultural backgrounds, values, practices, and beliefs that would make them productive and successful in all undertakings as to become essential in the society where they belong.

I. COURSE DESCRIPTION:
This On-The-Job Training Program would be a great avenue for the Business Management students to experience the actual operations of the business world. The students are provided with the opportunity to apply and practice management theories and concepts learned under the Business Management Program of Lorma Colleges. Through immersion in the company for the whole semester, the student will observe and participate in the actual field, e.g. to the style of management, administration, personnel, activities and services, policies and regulations, organizational culture and environment. Lectures on Business Ethics will be provided by the Program Coordinator every meeting.

II. OBJECTIVES
A. General Objectives
This program is designed to prepare Bachelor of Science in Business Management students for initial office employment in the future. It is of fervent hope that the practicum will provide them with the basic knowledge on the actual operations of a business. The practicum will provide the students the opportunity to apply management concepts learned in the Business Management program of Lorma Colleges.

B. Specific Objectives
At the end of the course the students should be able to:
1. Gain insights in the actual application of learned managerial and organizational concepts pertinent with the company he has affiliated in.
2. Strengthen their knowledge on the basic management functions.
3. Practice proper business ethics.
4. Display outstanding personal qualities for a business career in the future.
5. Interact with other persons successfully, especially in the work area.
6. Conceptualize ideas that would be of use in the enterprise.
7. Apply processes, theories or concepts learned in the Business Management subjects.

III. REQUIREMENTS
A. Before the Office Practicum
1. Complete academic units in the first three years of the course.
2. Undergone and passed the medical examination.
3. Attendance in the orientation program.

B. For Graduation
1. No academic and practicum deficiency.
2. Clearance from the school.
3. Certificate of Completion of the Office Practicum from the Affiliate Company and OJT Coordinator.
4. Submitted all the paper requirements such as journal, Accomplishment Reports, and Daily Time Record.
5. Evaluation Papers accomplished by the Program Coordinator, Field Supervisor, and Co-employees.

IV. COMPONENTS
1. Affiliate Company. A student is assigned in a private or public company for the whole semester.

2. Meeting. The student must attend a meeting once a week in Lorma Colleges to be conducted by the Program Coordinator. The meeting consists of a supplementary lecture on Business Ethics, sharing of students' experiences regarding their work and checking of student journals.

3. Documentation. Student journals, Time Records, Accomplishment Reports, and Attendance Notebooks are to be submitted to the Program Coordinator.

4. Evaluation Forms. The performance of the trainees will be rated by the Field Supervisor, Program Coordinator and Co-employees.

5. Program Coordinator Supervision. The Program Coordinator will conduct surprise visits to the affiliate company and observe the Office Practicum students in their actual work.

V. RULES AND REGULATIONS
A. Duration and Schedule
The duration of the OJT Program is 18 weeks per semester:
First to Ninth Week - 1st Evaluation
Tenth to Eighteenth Week - 2nd Evaluation and Submission of Requirements
B. Grooming
Professional Appearance through cleanliness and neatness should be practiced at all times.

1. Each student is required to wear the prescribed uniform by the College during Mondays and Wednesdays. Semi-formal attire or Business attire will be used for the other reporting days.
2. Haircut prescribed for the male students should show the ear lobes, and the hair length at the back should not touch the collar. For the ladies, long hair must be neatly tied.
3. For the ladies, simple facial make-up and body accessories are allowed. Jewelries allowed are wedding ring, watch and simple necklace and ring.
4. For the Gentlemen, earrings and other piercing are not allowed.
5. Fingernails must be short, clean and without nail polish.
6. Maong, T-Shirts (without collars), Slippers, Sandals, Rubber shoes/Sneakers are not allowed in the work area.

C. Attendance

1. The students must be able to render 500 working hours for the whole semester or equivalent of 8 hours a day for 13 weeks.
2. The students must report to the Affiliate Company according to the dates specified in the endorsement letter that is Monday, Tuesday, Wednesday, Thursday and Friday 8:00 – 4:00 every week. Students may work during Saturdays if the affiliate company requests it. A written request coming from the Affiliate Company should be submitted to the OJT Coordinator.
3. Every Saturday, students are required to attend the meeting at Lorma Colleges 8:00 – 12:00 noon.
4. Absences:
   - Death of immediate family and illness are reasons qualified as excused. A certificate must be noted by the Program Coordinator then submitted to the immediate supervisor in the Affiliate Company. The days of absences will be exchanged with equal number of hours absent.
   - Official school activities that need the students’ presence in the school are reasons considered as excused absence.
   - Other reasons that are considered unexcused absences have a consequence of double hour duty. Example, if a student has been absent for Monday and Wednesday with an equivalent of 10 hours, he/she makes-up for it by a 20-hour duty. This make-up will be rendered upon approval of the immediate supervisor.

D. Tardiness

- The student should report on the official duty hours of the employees in the affiliate company he is assigned.
- Tardy hours are summed at the end of the duty. The hours of tardiness will be required by the Program Coordinator to be served.
E. Leave of Absence

1. A petition of leave of absence should be requested to the dean through the OJT Coordinator. The reason, the period of leave, and the date of return to duty should be stated. The leave should not exceed one month. The student must resume internship within the academic year.

2. A semestral leave of absence must be filed and approved before the start of the semester, the student may be given a maximum period of five (5) leaves only.

3. Failure to comply with the permitted date of return and the maximum period of leave is equivalent as being dropped (DRP) from the enrolled list of interns in the current school year.

4. Request of leave of absence must be filed at least a week before the effectivity of said request.

5. No request and approval of leave of absence or semestral leave from the Dean is equivalent to AWOL and considered dropped (DRP) from the official list of enrolled interns in the current Academic Year.

6. Any student who drops will be considered as FAILED in the said Practicum and is required to render 500 work hours before graduation.

F. Documentation/Reports

1. **Student Journal.** This is a book bound daily reports of the student on the activities he/she was involved for the day. The tasks, difficulties, and the new learned skills/knowledge are stated. At the end of the day, the supervisor attaches his/her signature to confirm all what the student has written. It is submitted every week during the weekly meeting.

2. **Accomplishment Report.** This report must be passed at the end of each training period. It contains the jobs together with the job description that the student has undertaken during the said period. It also shows the skills/knowledge learned from the respective jobs.

   3. **Attendance Notebook**
   4. **Daily Time Record**
   5. **Final Documentation Report**

G. Office Decorum

1. All students are encouraged to practice the Christian values they have learned in Lorma Colleges at all times.

2. The student should be aware and make a commitment to fulfill work responsibilities. This involves:

   a. Attending and performing work in a professional and courteous manner in accordance with the employer’s requirements.
   b. Taking care of workplace property and resources.
   c. Respecting the rights of other trainees, and employees in the workplace.
   d. Remembering that information obtained from the employer must be kept confidential and not disclosed without approval from the employer.
e. Attending training sessions or supervised workplace activities and taking advantage of learning opportunity.

H. Disciplinary Sanctions

1. The OJT Coordinator may impose disciplinary sanctions or actions to students who do not obey the OJT Policies, Rules and Regulations. Sanctions will depend on the gravity of the offenses committed by the trainee.

   The OJT Coordinator may impose the following actions:
   a. Additional Work Hours
   b. Dismissal – Pull out / Removal from the company.
   c. Transfer
   d. Work Suspension

   A written notice from the OJT Supervisor would be submitted to the Affiliate Company to inform the necessity of such actions or sanctions.

   Offenses punishable with such sanctions are:
   a. Non –performance of duties
   b. Absence without Leave (AWOL)
   c. Misdemeanors
   d. Habitual Tardiness / Absences
   e. Non – compliance with the OJT Policies and regulations

2. Any student who is dismissed from one company must immediately be re-assigned in the school to serve his/her remaining work hours. A letter of notice to the Affiliate Company would be given to explain the necessity of such transfer.

3. A student who was Suspended/Dismissed/Transferred may return to work and finish his/her remaining work hours after a recommendation from the OJT Coordinator would be submitted to the Affiliate Company.

I. Holidays

   Every trainee who works on a Holiday (As declared by the National Government) will be considered as if he/she worked for 2 regular days.

J. Professional Work Ethics

   1. Student trainees are expected to exude the highest quality of work ethic.
   2. Student trainees are expected to maintain a professional work relationship with office supervisors and co-employees.
   3. Student trainees are prohibited to go out in parties or gimmicks with office supervisors and/or employees after work hours.
   4. All student trainees should be treated equal in work. Student trainees are prohibited to delegate work or task to another student trainee.

VI. GRADING SYSTEM

   Grade
   
   Evaluation / Performance Rating 60%
   Documentation
   Students Journal 10%
VII. PERSONNEL IN THE PROGRAM

1. Practicum Coordinator
The practicum Coordinator is responsible in the implementation of the training program. His/her major duties are as follows:

   a. Supervision of Practicum Students.
   b. Consultation with field supervisors, and other personnel of the affiliate company about the training program.
   c. Organizing and Administering Examinations, Review Lectures, and facilitation of reports.
   d. Improving effectiveness of the training program.
   e. Disseminating information to Practicum students.
   f. Planning the training program and activities.
   g. Developing and updating the training program and supervising its implementation.
   h. Coordinate with field supervisors, administrators and personnel of the school and the affiliate company in the effective implementation of the program.
   i. Evaluate the performance of the Practicum students.
   j. Record all Program Activities
   k. Impose disciplinary sanctions or actions as maybe deemed necessary.

2. Field Supervisor
The field supervisor is tasked to:

   a. Implement the Training Program of the school with the help of the OJT Coordinator.
   b. Provide the student with a thorough orientation to the organization’s vision, mission, philosophies and objectives. He/she facilitates the orientation of the student in the workplace including introduction to the other staff, familiarization with procedures and ethical practices.
   c. Define the learning activities with the student, and in consultation with the practicum coordinator if necessary.
   d. Be aware of the student’s progress in assigned projects, and, when necessary, assist the student to develop a plan to complete the project in a timely fashion.
e. Provide a work area, and supplies adequate for the student’s role and responsibilities in relationship to the practicum reports and assignments about the present organization/service.

f. Discuss goals for development during the practicum experience with the student.

g. Evaluate the student and the school requirement reports during and at the end of the practicum’s completion and forward the evaluation to the practicum coordinator.

h. Treat all student trainees equal. No preferential treatment shall be given to a particular trainee.

i. Provide a certificate for the completion of the practicum.