GUIDELINES FOR THE IMPLEMENTATION OF COMPUTER SCIENCE PRACTICUM  
(CS 190)

OBJECTIVES:

1. To provide the students opportunities to enable them to acquire actual hands-on experience in using the latest tools, methodologies, and applications currently being used in the IT industry.

2. To assist the prospective computer science graduate to determine his area of interest in computer science and its applications in different fields.

3. To provide possible employment and career opportunities for the computer science graduate.

4. To serve as mechanism for linkage between the Mathematics Unit and the IT industry

IMPLEMENTATION GUIDELINES

1. Students with junior standing should send application letters to companies they wish to have their practicum. The student should indicate in their letter that they are enrolled in CMSC 190 and that part of the requirements of the course is that they be assigned to experience real IT work. Each student will be given an endorsement letter signed by the Department Chair.

2. The company should subject the applicant to a screening. Those who pass the screening will be notified.

3. Should the student be accepted in more than one company, he should select only one company to enable him to have more in-depth exposure to the culture, technologies, and applications used by that company.

4. The students should be assigned a company supervisor who will sign the student's Weekly Accomplishment Reports.

5. The OJT program is two months (June 1 to July 31).

6. Students are required to work 8 hours/day, Monday to Thursday, and half day (morning) every Friday.

7. Students should report to UP Manila every Friday 2PM. They should present their Weekly Accomplishment Report duly signed by their supervisor. Each student should also be ready to do a short presentation of the company he is currently having his OJT
and brief overview of the tasks assigned to him.

8. At the middle of the OJT program, the Faculty Practicum Supervisors will schedule a company visit in order to get the company supervisor's first hand assessment of the student's performance.

9. The Faculty Practicum Supervisor will inform each OJT student about the feedback provided by the company supervisor to improve further his performance.

10. At the end of the OJT program, the company supervisor must accomplish an OJT evaluation form to compute for the student's numerical grade.

RESPONSIBILITIES OF THE COMPANY SUPERVISOR

1. Assign real IT work to students having their OJT

2. Supervise and monitor the activities of the student during the Practicum period.

3. Accomplish the OJT Student Evaluation Form to assess the performance of the student according to a standard rating scale.

4. Give feedback on the implementation of the practicum

RESPONSIBILITIES OF THE FACULTY PRACTICUM SUPERVISOR

1. Orient the students regarding the objectives of the OJT program

2. Facilitate discussions during student presentations

3. Monitor the activities of the students.

4. Perform company visitations to get feedback on the implementation of the practicum

RESPONSIBILITIES OF THE PRACTICUM STUDENT

1. Perform the tasks assigned to him promptly and satisfactorily.

2. Submit a Weekly Accomplishment Report duly signed by the company supervisor. The report should indicate the assigned tasks on a day to day basis.