



DFST On the Job Training Guidelines in the New Normal Set Up

The global pandemic has drastically changed the educational setting in schools around the globe. Among the greatly affected learning components in universities is the on-the-job training (OJT) set up. OJT is considered as one of the indispensable learning experience for a college graduate. Due to the pandemic, the opportunity of the students to apply their knowledge and skills on the actual field-related environment was however put on hold.

In consonance to the Visayas State University's mission, the Department of Food Science and Technology (DFST) is committed to producing high quality graduates to reinforce the national human resources in food science and technology for entrepreneurship and/or leadership in the food industry and in related government/ private organizations. Thus, in order to provide an almost equivalent learning experience in the safety of their homes, alternative practices and necessary modifications were made for the OJT schemes. The following guidelines were drafted to ensure that the OJT students will gain practical knowledge, skills, and character even during this unprecedented time despite the alternative set up.

A. Roles, Obligations and Responsibilities of the Parties Involved

1. The Roles of the Student Internship Program Coordinator

- 1.1 Scouts for potential MSMEs that are willing and able to provide the alternative/flexible internship project and facilitates virtual formal meetings afterwards;
- 1.2 Conducts virtual orientation/meetings for the student-interns on the mechanics of internship.
- 1.3 Keeps copies and records of all forms related to the internship program. Uses online tools and platforms for immediate updates and easier communication/ coordination to the student interns
- 1.4 Monitors overall performances and the problems encountered by the student interns through virtual platforms
- 1.5 Virtually meets the student-interns in a regular manner based on the set schedules for student feedback on their respective assignments to validate complains if there's any;
- 1.6 Requires the intern to submit the following documents/forms via email or google drive:
Form 1- Memorandum of Agreement
Documents- OJT Outputs (under 2.1.3) and Journal of Internship

2. Obligations and Responsibilities of Student Interns

2.1 Documents and Outputs

- 2.1.1 At the end of the internship, the student must submit his/her response to the survey on the impact of virtual internship.