

DIPLOMA IN ACCOUNTING AND FINANCE
DIPLOMA IN BUSINESS
**DIPLOMA IN LOGISTICS AND OPERATIONS
MANAGEMENT**
DIPLOMA IN MARKETING
DIPLOMA IN RETAIL MANAGEMENT

OSIP

IMPORTANT DATES/DEADLINES FOR OSIP 2008/2009

8 Sep 2008 (Mon)	<p>OSIP LAUNCH Venue: LT18, Time: 8:45 am (a) Briefing for OSIP students (b) Distribute OSIP Student Logbook, Performance appraisal (self & Company) & Company feedback form (c) Bring along printed OSIP Guideline</p>
10 Sep 2008 (Wed)	OSIP Commences
13 Sep 2008 (Sat)	1 st Reporting to LO (E-journal 1) ⁺
27 Sep 2008 (Sat)	2 nd Reporting to LO(E-journal 2) ⁺
4 Oct 2008 (Sat)	On Campus Session*
18 Oct 2008 (Sat)	3 rd Reporting to LO (E-journal 3) ⁺
1 Nov 2008 (Sat)	On Campus Session*
8 Nov 2008 (Sat)	4 th Reporting to LO (E-journal 4) ⁺
24 Nov 2008 (Sat)	5 th Reporting to LO (E-journal 5) ⁺
21-28 Nov 2008	OSIP Ends (dates may vary in different companies)
21 Nov – 3 Dec 2008	Preparation for Exhibition and OSIP Presentation
4 – 5 Dec 2008	OSIP Exhibition and Sharing Submission of OSIP Video/ Autorun powerpoint (one per company)
10 Dec 2008 (Wed)	Deadline for Student (LOM only) Submissions to LO (a) Performance Appraisal Form (b) Self Appraisal

**(c) Written Report & SIP Student Logbook (including
duly completed Attendance & Payment
Summary)**

5 Jan 2009 (Mon)

**Deadline for Student (A&F, BUS, MKG, RMT)
Submissions to LO**

(a) Performance Appraisal Form

(b) Self Appraisal

**(c) Written Report & SIP Student Logbook (including
duly completed Attendance & Payment
Summary)**

** Only for students who are in Singapore on partial local SIP.*

+ The E-journal dates indicated are a guide only. Students are to keep lecturers posted regularly on their well-being, with at least 5 e-journals. First reporting should be upon arrival. Also, as and when there is a change in living arrangement (eg accommodation address), please inform LO immediately.