

CMPT 480/481 :: Practicum I/II

Course Objectives:

CMPT 480/481 are project based courses designed to provide students with experience in a commercial, industrial, or non-profit setting under the supervision of a computing professional or other suitable supervisor. At least one of these courses must be completed for a non-profit organization. It is expected that the student will receive 10 hours of contact time per week, on average, over the course of a term (13 weeks) or the equivalent thereof.

Procedure for Registration:

Registration in CMPT 480 and CMPT 481 requires permission of the faculty coordinator. Since practicums are not like other course, there are preparations that students need to complete prior to registration in the course. The following steps need to be completed (in order) before permission to register in the CMPT 480/481 is granted:

1. Maintain a cumulative grade point average of 1.70 or greater and 2.00 or better in CMPT courses.
2. Develop a resume to present to prospective practicum hosts and faculty coordinator that includes skills and abilities that you have.
3. Propose to an available faculty coordinator the nature of and possible clients for the practicum. The faculty coordinator must agree to accept you as a student.
4. Actively search for a practicum position. It is the student's responsibility to find a placement for practicum; however, the faculty coordinator will assist students when possible.
5. Inform your faculty coordinator of an offer of employment (paid or un-paid).
6. Complete and sign a letter of agreement among the student, employer and faculty coordinator and sign the liability waiver form (see attachments).
7. Register in CMPT480 or 481 at the Registry before the semester's deadline. The items above must be complete before permission to register in CMPT 480 or 481 will be granted.

Project Definition:

All projects for CMPT 480/481 shall share the following common goals:

1. The projects shall be beneficial to the student by providing an opportunity to develop skills and/or research knowledge in the discipline of Computing Science.
2. The projects shall be well defined and tractable.
3. The projects shall be substantial. It is expected that any project the student shall complete will be appropriate for a senior level Computing Science course.
4. The project shall be the property of the student insofar as it will be necessary for the student to disseminate into the public domain knowledge directly related to this project unless other agreements with the client have been reached. Knowledge gained by the student outside the scope of the project shall remain exclusively the property of the supervisor or supervising business unless otherwise mutually agreed upon. (If the project involves propriety information or trade secrets, a separate agreement with the client may be necessary. Please discuss this with potential clients and your faculty coordinator.)
5. A final mark¹ for the course shall be determined on the basis of the student's performance as measured by the student's ongoing performance; log book (see attached); midterm report; and final report. The mark distribution for this course shall be as follows:
 - Ongoing performance: 50%
 - Log book: 15%
 - Midterm Report: 15%
 - Final Report: 15%
 - Oral Presentation 5%

Please note that the ongoing performance will contain a confidential evaluation from the client and will not be available to the student.

¹ The mark weights and requirements are subject to change.

Role of the Student:

Ultimately, the student will be responsible for his/her performance in the practicum. To this end the student must ensure the following conditions are met:

1. The practicum project is well defined and tractable and can be completed in the time allotted. If the student has any serious reservations regarding this point they should be expressed to both the client supervisor and faculty coordinator before the start of the project. Starting the project implies acceptance of the project as defined.
2. The client supervisor is suitable for the project. The suitability of the client supervisor² shall be measured by:
 - Familiarity with the project.
 - Experience in Computing Science.
 - Experience in managing students/staff and projects.
 - Commitment to the project as mutually agreed upon.
3. The student shall keep a complete log book of his/her activities that must be:
 - Well organized and completely documented (eg. with dates and number of hours worked per entry).
 - Related exclusively to the project.
4. The student shall submit a brief midterm report (less than 5 pages) detailing where s/he is in the project, what has been completed, what remains, and any unanticipated difficulties s/he has had or is encountering. Copies of this report should be supplied to both the client and faculty supervisor.
5. The student shall complete a final report (no more than 12 pages excluding code) no later than 1 week after the completion of the designated project time period detailing all of his/her work related to the project. Copies of this report should be supplied to both the client and faculty supervisor. Special attention should be paid to the areas of:
 - The skills and/or tools developed or used in the discipline of Computing Science in the project.
 - A list of tasks attempted with a discussion of the successes and failures experienced in completing the tasks.
 - A discussion of how the project was integrated into with his/her world view and any pleasant surprises or disappointments s/he had in regards to this integration.
 - A brief discussion regarding how s/he would go about approaching the project given his/her experience. The student may want to consider any different technologies or methods s/he thinks would be more efficient in solving problems posed within the project.
6. It is expected that the student shall behave in a courteous and responsible manner at all times when on site. This includes working only in areas and with equipment that is related directly to the project. Repeated disregard of this point will result in the student being removed from the project and the assignment of a failing grade for the course.
7. The student may refuse to perform a task if s/he feels it is dangerous, illegal or unethical (as defined by the CIPS and TKUC guidelines). In the (unlikely) event of such an occurrence the student and client supervisor shall try to resolve the problem. If the difficulty cannot be resolved the faculty coordinator will serve to facilitate a solution.

2 With non-profit organizations there may not be a suitable client supervisor within the organization. In this case, the client supervisor may be someone outside the non-profit organization who meets the requirements.

Role of the Client Supervisor:

The client supervisor plays a central role in ensuring not only that the student is successful in completing the project but that the work completed by the student is of benefit to the client supervisor or the client's company. To this end it is important that the client supervisor meet the following conditions:

1. That the client supervisor³ be:
 - Familiar with the project.
 - Sufficiently knowledgeable in Computing Science to oversee the project.
 - Experienced in the management of students/projects.
 - Willing to commit to the project for its duration.
2. The client supervisor shall come to some agreement with the student before the start of the project with regards to the project goals and timetable. The client supervisor should acknowledge this agreement in writing before the project starts.
3. The client supervisor must be available to the student on a regular basis in order for the student to report his/her progress. If the client supervisor is away for an extended period s/he shall appoint a suitable representative for the student who shall act as client supervisor to the student.
4. The client supervisor must monitor the student's progress on an ongoing basis, keeping note of milestones achieved or any difficulties the student is experiencing.
5. The client supervisor shall inform the student in a timely and appropriate manner if the student's performance is proving to be unsatisfactory. The client supervisor should also recommend ways for the student to improve his/her performance as well as any remedial action that may be required.
6. In the case of continued unsatisfactory performance by the student after having been advised of the situation, the supervisor shall report to the faculty coordinator.
7. The client supervisor shall judge the accuracy of the midterm and final report as provided by the student and may provide comments and opinions as s/he deems appropriate to the faculty coordinator.
8. The client supervisor shall make sure that the student is in a safe work environment, and shall make sure the student possesses the necessary insurance to be compliant with industry standards.
9. The client supervisor shall evaluate the student's ongoing performance based on the student's following attributes: initiative & punctuality, quality of work, scope of the work and effort, knowledge and eagerness to learn, and communication skills.

3 With non-profit organizations there may not be a suitable client supervisor within the organization. In this case, the client supervisor may be someone outside the non-profit organization who meets the requirements.

Role of the Faculty Coordinator:

The role of the faculty coordinator is to facilitate the smooth development of the project. To this end the faculty coordinator shall:

1. Be sure that the project is well defined and tractable and of value to both the student and client supervisor.
 2. Be available to discuss the project with either the student or client supervisor.
 3. Be available to clarify any difficulties or settle any differences that may arise between the client supervisor and student.
 4. Evaluate the project in conjunction with the Client Supervisor.
 5. Mark a midterm and final report as provided by the student with additional comments and opinions from the client supervisor as deemed appropriate.
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A Student's Midterm Report should include (relative weight shown in brackets)

Name/title/date, Introduction (3), Project Definition (9), Completed Components (9), What Remains (9), Unanticipated Difficulties (9), Conclusion (3), Overall Impression (3)

A Student's Final Report should include:

Name/title/date, Introduction (3), Project Definition (6), Skills / Toolsets developed (6), Project Task & Assessment (12), Integration with Worldview (6), Lessons Learned & Alternative Approaches (6), Conclusion (3), Overall Impressions (3)

(Overall Impressions is a assessment of the entire document as a whole)

CMPT 480/481 Practicum Agreement

Client Information

Name: _____

Supervisor: _____

Phone Number: _____

Fax Number: _____

Email: _____

Mailing Address: _____

Signature: _____ Date: _____

Student Information

Name: _____

Year of Program: 2 3 4

Phone Number: _____

Email: _____

Mailing Address: _____

Signature: _____ Date: _____

Faculty Coordinator

Name: _____

Phone Number: (780) 465-3500 ext. _____

Fax Number: (780) 465-3534

Email: _____

Mailing Address: The King's University College
9125-50 Street
Edmonton, AB T6B 2H3
Canada

Signature: _____ Date: _____

CMPT 480/481 Practicum Agreement (cont.)

Project Dates: Start: _____ Finish: _____

Project Description:

Project Deliverables (i.e. project schedule, milestone dates included):

Supervisory Approval (Initial):

Client Supervisor: _____

Faculty Coordinator: _____

COMPUTING SCIENCE
LIABILITY WAIVER

for

CMPT 480/481/496

The practicum courses (CMPT 480/481) and research course (CMPT 496) may have a substantial off-campus component. We need to remind you of The King's University College off-campus activity policy. The participants must assume the risks associated with this educational experience. Please be aware of the exclusions in The King's University College insurance coverage, in particular, that the college does not ensure students against injury, accident, hospitalization or disability. If you are engaged in international travel it is especially important that you obtain the appropriate medical clearances. We strongly suggest that you purchase supplemental medical, hospitalization and disability insurance coverage. Some insurance coverage for workplace-related injuries or accidents for practicum students is available through the Human Resources Departments for a modest fee. Contact Human Resources for more details.

The following waiver must be signed before participation in the CMPT 480/481 practicum courses or CMPT 496 research course.

"I understand that The King's University College insurance coverage does not insure against injury, accident, hospitalization and disability and acknowledge that it is my responsibility to obtain insurance while participating in College-related activities on or off campus."

Signature: _____

Name: _____

Date: _____

Example Log Book Page

Day's Activity:

Date:

Hours:

General Comments:

Software Used/Developed:

Hardware Used/Developed: