The Practicum: Getting Started

Before getting started, it is important to know the difference between your *faculty supervisor* and your *client supervisor*.

The *client supervisor* is the person who will be directing your work, and evaluating you on the quality of your work at the end of the practicum. If you work on a project at King's for your practicum, your client supervisor will be the faculty member you are working under. Otherwise, this person will be a manager at the company you are working for, or something similar. Your client supervisor **must** have some technical expertise in computing science or a closely related field.

The *faculty supervisor* is always a faculty member in the computing science department. This is the person who will sign the forms you need to enroll in the practicum. They will also grade your midterm report, final report, log book and presentation, and will assign your grade for the course.

Instructions for Writing a Proposal for CMPT 480/481

In order to enroll in the practicum, you must write a proposal and bring it to your faculty supervisor along with the forms from the registry which you need to sign up for the course. **Keep in mind that this must be done *before* the enrollment deadline for that particular term; if you wait until part way through the summer or semester, you might find that it's too late to register and will not earn credit for your work.**

Your proposal should be approximately two pages in length, and should include the following information:

1. Where you will be working, and the name of your client supervisor.
2. An outline (approximately 1 page) of the work you plan to accomplish during your practicum. Typically there are two parts to this outline, a general description including why the work is important, and your contribution to the project.
3. A start date, end date, and the number of hours you will work weekly.
4. The dates you will hand in your midterm report and final report. The final report must be handed in no later than 1 week after the completion of your practicum.
5. A schedule, outlining the dates on which you plan to complete certain tasks.
6. Signatures from both your client supervisor and faculty supervisor.

There is a sample proposal on the next two pages for your reference

King's University Computing Science Community Promotion and Textbook Resource Update

Student: Clark Kent

Start Date: July 2, 2015

End Date: July 27, 2015

Over the summer I will be working with Dr. Amy Feaver to update The King's University's computing science library textbook resources, and also their community promotional resources. This will help get knowledge about the department out into the community to bring in new students. Updating the library will help keep students and teachers the most up to date about what is happening in the field.

I will be first putting a three-dimensional printer together and downloading software for it to make some models. I will then be working with a 3D pen to make the same models to test which technology is better. Using these I will update the community promotionals to show the type of research and work computing science students can do, thus getting new students interested in the computing science department.

I will also be looking at what conferences take place in Edmonton over the course of a semester and if any of them would be good for students to go to. If one of these conferences actually happens during the practicum I will try to go to it, in order to get a better idea of what is happening in the computing science field outside of King's. This knowledge will help me organize the computing science department's library resources such that new textbooks for the students can be brought in and old ones can be taken out. Organizing the libraries resources will be very beneficial for students and teachers such that they are up to date on the latest information.

Faculty Supervisor _____ Client Supervisor _____

This practicum will take place between July 2, 2015 and July 27, 2015 working on Mondays, Tuesdays, Thursdays and Fridays 9AM till 5PM with the midterm report being handed in on July 15, 2015 and the final report being handed in on July 28, 2015.

Deliverables/Milestones

Deliverable	Projected Completion Date
Putting 3D printer together	July 2, 2015
Download software for 3D printer	July 3, 2015
Make 3D models in modeling software	July 3,6, 2015
Test 3D printer by printing out these models	July 7, 9, 2015
Make same models with 3D pen	July 9,10, 2015
See which technology is better based on the printouts	July 10, 2015
Create promotionals for the department using these technologies	July 13,14, 2015
Midterm Report	July 15, 2015
Find out what conferences happen in Edmonton and when	July 16, 2015
Go to a conference if it happens during the practicum time frame	TBA
Find out what textbooks the library has for computing science	July 17, 20, 21 2015
Figure out which textbooks could go and what new ones could be brought in	July 22, 23, 24, 2015
Have computing science department check over the changes I am thinking of for the library	July 27, 2015
Final report	July 28, 2015

Faculty Supervisor _____ Client Supervisor _____

Keeping a Log Book

You will need to keep a log book during your practicum. Though this is due upon completion of your practicum, you should update it at the end of every day. You can keep a notebook for your log book (it must be bound – no handing in a pile of loose papers) or keep it electronically. You should ask your faculty supervisor if they have a preference of a paper or electronic log book. Your faculty supervisor will also specify how frequently they would like to see your log book.

Make sure that your each day's entry includes the following:

1. Date
2. Number of Hours
3. Software/Hardware used, if applicable. Typically you will list all hardware, other than a personal or lab computer.
4. The day's activities, and any general comment

Here is a sample log book, with entries from 2 days of a practicum:

Week One	**Thursday, July 2 - Friday, July 3 2015**	Number of hours
07-02	Put together 3D printer following steps 1 through 46 on http://help.printrbot.com/Guide/Simple+1405+Assembly+with+Rev+F+Printrboard/157bot.com/Guide/Simple+1405+Assembly+with+Rev+F+Printrboard/157	8
07-03	Finished putting 3D printer following steps 47 through 50 on http://help.printrbot.com/Guide/Simple+1405+Assembly+with+Rev+F+Printrboard/157	1
07-03	Installed software (Cura and blender) on Dr. Feaver's computer and installed Cura on one of the KCVS computers following http://help.printrbot.com/Guide/3.+Getting+Started+with+Cura/164	1
07-03	Set the auto-leveling probe following http://help.printrbot.com/Guide/Using+Cura+to+Set+Up+Your+Auto-Leveling+Probe+and+Create+Your+First+Print/203	1
07-03	Printed out the test model given by Cura to test 3D printer	½
07-03	The printer wasn't letting plastic ink stick to the print surface so I went to Canadian Tire to get tape and sanding paper to fix the problem.	½
07-03	Put tape on print surface and sanded and retested the printer and saw that it worked	1
07-03	Created a model using blender to test the 3D printer further	2
07-03	Printed the model to test the 3D printer	1