COURSE OUTLINE

__Instructor Directed Practicum__   __IT 222__
           Course Title   Dept. & Course No.

I. COURSE DESCRIPTION:

Instructor Directed Practicum is designed to allow students to learn through active participation in organized services or projects that meet the needs of the community. The course is integrated into and enhances the academic curriculum. Unlike Internship, the Instructor Directed Practicum is entirely supervised by program instructors, therefore, encourages active student involvement in the learning process.

II. SEMESTER CREDITS:_____4_____

III. CONTACT HOURS PER WEEK:_____0_____ _____12_____ _____12_____
                                                Lecture   Lab   Total

IV. PREREQUISITE:_____ Instructor's consent, minimum GPA of 3.0 (this requirement can be waived by the course instructor), and cannot be taken concurrently with more than two other courses.

V. STUDENT LEARNING OUTCOMES:
Upon completion of this course the student will be able, with 65% level of accuracy, to:

1. Demonstrate proper work habits.

2. Perform assigned information technology related tasks and projects.

VI. COURSE CONTENT:

A. Behavior/Work habits
　　1. Punctuality
　　2. Attitude
　　3. Dependability
　　4. Effort and Resourcefulness
　　5. Honesty
　　6. Personal Relations

B. Task Application

VII. EQUIPMENT AND MATERIALS:

Will be provided by the course instructor and/or project supervisor where applicable.

VIII. TEXT:

None

IX.   METHODS OF INSTRUCTION:

Students will perform assigned information technology related work under the supervision and training of the designated course instructor and/or project supervisor.

X.   METHOD OF EVALUATION:

Course instructor will monitor the student's progress with no less than two instructor-student meetings/discussions. Evaluation of the student and the program itself will be performed and documented at the end of the student's Instructor Directed Practicum participation.

The student will be evaluated base on the following:

1. Training Rating Sheet······························· 60%
2. Journal ··· 20%
3. Written Reflection Paper ······················· 20%

Training Rating Sheet—At the end of the course, the instructor will rate the student based on their performance in assigned projects.

Journal—Each student must keep an electronic journal. This journal will be used by the student to keep track of all assigned projects and activities. Each journal entry must contain the project/activity name, description of the project/activity, the time at which the project/activity was performed or carried out, and the total amount of time that was dedicated to the project/activity. This journal must be submitted to the instructor at the end of the semester.

Written Reflection Paper—At the end of the course, each student is required to write a reflection paper. The reflection paper must contain the student's full name, semester, and date at the top right side of the page. Other required formats are: at least 1 page, single spaced, with black Times New Roman fonts. This paper outlines what the student has learned in the course or through their participation in the Instructor Directed Practicum, what they want improved in the course, and any other information they would like to share. This paper must be submitted to the course instructor at the end of the course or as set by the instructor.

Transmutation of percent to letter grade

90-100 -------------------- A
80-89 --------------------- B
70-79 --------------------- C
65-69 -------------------- D
0-64 --------------------- F

TASK LISTING SHEET

IT 222 Instructor Directed Practicum	Credits:	0	12	192 to 1000
Course No. & Title		Lecture	Lab	Total Lab Hrs.

TASKS:

In order to be eligible for graduation, students who participate in the Instructor Directed Practicum must earn a minimum of 192 Instructor Directed Practicum hours. For Instructor Directed Practicum hours to count toward the 192 minimum, student's Instructor Directed Practicum experience must meet the program objectives and cover specific areas of emphasis.

Working with Office Applications ....maximum of 50 hours
Web Design ....maximum of 50 hours
Database Design ....maximum of 50 hours
Computer Programming ....maximum of 50 hours
Computer Networking ....maximum of 50 hours
Troubleshooting and Fixing Computer Problems.................................maximum of 50 hours
Internet Research and Other Internet Related Activities ....maximum of 50 hours
Other Information Technology Related Activities/Services.................maximum of 50 hours

The supervising instructor(s) reserve the right to change or wave the maximum allowable hours for each identified area of emphasis based on the types of projects completed as well as the student's focus area. Students will be notified of any changes that may affect their Instructor Directed Practicum status.

1. Developing means for presentation of a client's information, electronically or for print.

2. Planning, developing, and/or managing a client's web site.

3. Planning, developing, and/or managing the organization's databases.

4. Planning, developing, documenting, and/or managing custom computer programs utilized by a client.

5. Planning, developing, and/or managing a client's computer network.

6. Analyzing, diagnosing, and/or fixing computer problems.

7. Maintaining and/or upgrading a client's computer hardware.

8. Maintaining and/or upgrading a client's computer software.

9. Performing Internet research and other Internet related activities for a client.

10. Performing other assigned information technology related activities/services.

Palau Community College
Instructor Directed Practicum
Completed Project Log Sheet

	Agency:	Focus Area:	Address:	Area Location:	Contact Person:	Phone:	Semester:	Date Begins:	Date of Completion:	Hours Earned:
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										
12.										
13.										
14.										
15.										

**IT222 INSTRUCTOR DIRECTED PRACTICUM
TRAINING RATING SHEET**
_____ Semester, 20_____

Student's Name: _____   Semester/Year: _____

Instructor's Name (Print): _____

Instructor's evaluation of student's internship training performances:

During the course experience, the **Course Learning Outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

Rating Scale:
4 ------------------**Always** (100% of the time)
3 ------------------**Almost Always** (90%-99% of the time)
2 ------------------**Sometimes** (75%-89% of the time)
1 ------------------**Seldom** (less than 75% of the time)

Demonstrate proper employee behaviors and work habits.

#	Behaviors/Work Habits	1	2	3	4	Comments (Specify Actual Grade)
1	Punctual					
2	Dependable					
3	Honest					
4	Appropriate Customer Service					
5	Appropriate Attitude					
6	Appropriate Personal Hygiene					
7	Appropriate Personal Relations					
		Average:_____				

Rating Scale:
4 ------------------**Exceeds Expectations** (90%-100% of the time)
3 ------------------**Meets Expectations** (80%-89% of the time)
2 ------------------**Developing** (70%-79% of the time)
1 ------------------**Below Expectations** (0%-69% of the time)

CLO #1

Numerical Value	Plan, design, and develop IT related project(s) following the processes, procedures, and guidelines learned in the information technology courses in the areas of Office Applications, Web Design, Database Design and Management, Computer Programming, Computer Networking, and/or Troubleshooting.
4	Perform all of the following tasks accurately and completely: • Successfully plan the development of a project by utilizing appropriate planning documentations such as pseudocodes, flowcharts, mockups, diagrams, etc. • Successfully design an effective and efficient solution to a given project by analyzing various possible solutions and choosing the best one. • Successfully develop or implement the solution to a given project based on the designs and plans established prior to implementation. • Successfully integrate documentations both internal and external for end users and developers to allow ease of use as well as assist in the maintenance process.
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.