



Practicum Tracker

Agile Product Requirements

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1. Product Summary

The Practicum Tracker is a web-based system designed to streamline how the NBCC Business Analysis program tracks practicum interest and academic eligibility for students in the Fredericton and Moncton campuses. The current process relies on emails and manually updated spreadsheets, causing administrative pressure, inconsistent communication, and limited visibility for students.

The new system will allow Business Analysis students to log in using NBCC credentials, submit their practicum interest (opt-in/opt-out), and view their eligibility status once verified through a read-only SIMS check. Faculty, including coordinating instructors, the academic chair, supporting faculty, and administrative assistants, will have centralized access to accurate practicum information in a specific location.

2. Business Goals

The Practicum Tracker will enable the NBCC Business Analysis program to:

1. Improve transparency by allowing students to view their practicum interest and eligibility directly.
2. Centralize practicum information for faculty to reduce reliance on email and spreadsheets.
3. Ensure accuracy and consistency of practicum records across both BA campuses (Fredericton and Moncton).

3. Features

Listed below are the high-level capabilities of the system.

| Feature # | Feature | Description |
|-----------|--------------------|---|
| F1 | SSO Integration | Enables secure login using NBCC Single Sign-On. |
| F2 | SIMS Integration | Retrieves read-only program and pass/fail data from SIMS to determine and update practicum eligibility status. |
| F3 | Content Management | Allows students to submit or update their practicum interest (opt-in/opt-out) and enables staff to edit records when required. |
| F4 | Reporting | Provides dashboards for students and staff: students view their own interest and eligibility; staff access a centralized view of all records and statuses across both campuses. |

4. User Stories

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|---|---|--|-----------|
| US1 | F1 | As a student, coordinating instructor, academic chair, supporting faculty, and administrative assistant , I want to log in to the practicum tracker , so that I can access the information related to the practicum . | The student, coordinating instructor, academic chair, supporting faculty, and administrative assistant must use NBCC Single Sign On and are taken directly to the system. | <ol style="list-style-type: none"> 1. Users must authenticate using their NBCC Single Sign-On credentials. 2. The system must automatically retrieve the authenticated user's identity (name and NBCC username) from SSO. 3. After successful login: <ol style="list-style-type: none"> 3.1. Students must be directed to the Student Dashboard. 3.2. Staff must be directed to the Staff Dashboard. 4. If login is unsuccessful, the system must display a clear error message and must not grant access to any dashboards or practicum data. 5. Users must only access features appropriate to their role; unauthorized views must return a restricted-access message. | Must Have |
| US3 | F4 | As a coordinating instructor, academic chair, supporting faculty, or administrative assistant , I want to view each student's grad track status , so that I can understand whether the student is meeting the academic requirement for practicum eligibility . | Displays the academic component of eligibility along with their program and academic year. | <ol style="list-style-type: none"> 1. The system must retrieve each student's grad track status (on track / not on track) from SIMS through a read-only connection (Appendix A). 2. The system must also retrieve the student's program and academic year from SIMS. 3. The system must update the grad track status whenever SIMS updates occur. 4. If SIMS returns incomplete or pending data, the system must display the grad track status as "Pending SIMS Update" rather than leaving the field blank. 5. Grad track status must always be read-only. 6. The system must display a timestamp showing "Last Updated from SIMS". | Must Have |
| US4 | F3 | As a Student , I want to opt into practicum , so that I can gain real-world | Student View (Appendix B). | <ol style="list-style-type: none"> 1. When a user with the role student is logged in, they should be given the option to opt in or opt out of the practicum. 2. When the student opts in, they should appear on the opt-in list for the school year. 3. When the student opts out, they should appear on the opt-out list for the school year. | Must Have |

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|---|--|---|----------|
| | | experience in my field of study | | <p>4. The system should correctly infer the academic year to associate the practicum selection based on when the user opts in or opts out.</p> <p>5. The system should correctly associate the practicum selection with the student, campus, and program of study.</p> <p>6. Once a student opts in to practicum, a message should appear on screen: "Thanks for confirming your interest in practicum, ""Current School Year".</p> <p>7. Once a student opts into practicum, an email should be sent to the email address associated with the account notifying the student that they have opted into practicum.</p> <p>8. Once a student opts out of practicum, a message should appear on screen: "Your practicum opt-out has been submitted successfully for ""Current School Year"".</p> <p>9. Once a student opts out of practicum, an email should be sent to the email address associated with the account notifying the student that they have opted out of practicum.</p> <p>10. Once a student opts in to practicum, they should see that they have opted in to practicum for the associated year and that they have until the "deadline", which is a date and time set by the academic chair or the coordinating instructor, to update their choice.</p> <p>11. Once a student opts out of practicum they should see that they have opted out of practicum for the associated year and that they have until the "deadline" to update their choice once the deadline has not passed.</p> <p>12. After the deadline the option to opt into practicum should no longer be available to students.</p> | |
| US5 | F3 | As a Coordinating Instructor/ Academic Chair , I want to override students' opt-in decisions , so that I can ensure that | See proposed layout of faculty view where the View/Edit button is placed (Appendix C). | <p>1. Only coordinating instructor and the academic chair should have the option to override a student's opt in decision.</p> <p>2. The system should keep the opt-in column read-only until the faculty member presses the view/edit button.</p> | |

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|---|-----------------------------------|---|-------------|
| | | only approved practicums are allowed | | <ul style="list-style-type: none"> 3. Once a coordinating instructor/ Academic Chair edits the student opt in selection the system. should automatically send an email to the student notifying them of the change. 4. Once a coordinating instructor /Academic chair edits the student opt in selection they should receive a notification on screen. 5. Once a coordinating instructor / Academic Chair updates a student status the system should update the student status. 6. If a coordinating instructor / Academic chair changes a student's decision to opt-in the student should be removed from the opt-out list for that academic year. 7. If a coordinating instructor / Academic chair overrides and changes a student's decision to opt in, the student should be added the opt in list for that academic year. 8. If a coordinating instructor / Academic chair changes a student's decision to opt-out the student should be removed from the opt-in list for that academic year. 9. If a coordinating instructor / Academic chair overrides and changes a student's decision to opt out, the student should be added to the opt out list for that academic year. 10. If a coordinating instructor / academic chair overrides a student's opt in/ opt out choice the system must associate it with the correct student, campus, and academic year. | |
| US6 | F2 | As a BA Faculty Member , I want to set a deadline to opt into practicum to prevent late submissions | Faculty view design (Appendix C). | <ul style="list-style-type: none"> 1. There should be an alphanumeric field which allows the user to select the academic year, and once selected SIMS should automatically pull the duration of that specific year. 2. There should be a date picker to select the date of the deadline. 3. There should be a time selection field that allows the user to select the time for the deadline. 4. configuration button must be visible to allow authorized staff to: <ul style="list-style-type: none"> 4.1 Select or change the active academic year 4.2 Modify the practicum opt-in/opt-out deadline 4.3 Cancel and Save changes | Should Have |

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|---|---|--|-----------|
| | | | | <ul style="list-style-type: none"> 5. There should be a save button to confirm all changes. 6. Once the deadline is submitted the system should send an email to all students stating they have until the designated date/time to submit their decision to opt in or opt out. 7. When the deadline is set, a success notification should be shown on the screen. 8. There should be an edit button next to the set deadline enabling the fields to be edited later and the fields should appear in read-only format. | |
| US7 | F3 | As a BA Faculty Member/Academic Chair , I want to indicate when a student secures practicum, So the system accurately reflects the student's practicum status for the academic year . | Faculty view design (Appendix C). | <ul style="list-style-type: none"> 1. The placement secured column must default to “No”. 2. When a faculty member/academic chair updates the practicum secured field, the system should display a notification on screen that it was updated successfully. 3. When a faculty member/academic chair updates the practicum secured field to “Yes” the system should send an email notification to the student that they have secured a practicum for the current academic year. 4. When a faculty member/academic chair updates the practicum secured field to “No” the system should send an email notification to the student that they have not secured a practicum for the current academic year. 5. If a faculty member/academic chair updates the practicum secured field the system must associate it with the correct student, campus, and academic year. 6. When a faculty member or academic chair updates the practicum secured field, the system must also update the impacted student’s overall practicum status accordingly for the current academic year. | Must Have |
| US1 | F2 | As a student , I want to view my practicum interest and eligibility status , so that I can understand my current practicum standing without contacting staff . | Displays the student’s practicum interest and eligibility in one screen (Appendix A). | <ul style="list-style-type: none"> 1. The system must display the student’ School name and Campus (e.g., “School of Information Technology— Fredericton Campus”). 2. The system must display all practicum interest and eligibility information on the same single student page in a clear, tabular format, without requiring navigation to other screens. 3. The Practicum Interest column must show the current value as either “Opted In” or “Opted Out”. | Must Have |

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|--|--|---|-----------|
| | | | | <p>4. The system must display the updated date and time a student decides to opt in or opt out.</p> <p>5. The Eligibility Status column must show exactly one of the following labels using consistent color-coding:</p> <ul style="list-style-type: none"> - Eligible → green badge (NBCC primary green) - Eligible in Principle → yellow badge (warning/in progress) - Not Eligible in Principle → orange (risk state) - Not Eligible → red badge (final negative state) <p>6. The system must display the “Last Updated” date and time for eligibility (based on the last staff update).</p> <p>7. The system must display the academic year (e.g., “2025–2026”) retrieved from SIMS.</p> <p>8. The system must show the student's Name and ID#.</p> <p>9. Students must only be able to see their own data.</p> <p>10. The system must include a short information text explaining eligibility information (Appendix A4).</p> <p>11. The layout must be simple, with practicum interest and eligibility clearly visible without scrolling on a standard laptop screen.</p> <p>12. The interface must follow NBCC brand standards, using official colors and styling.</p> | |
| US2 | F4 | As a student , I want to see whether I am still allowed to change my practicum interest, so that I understand if the deadline has passed. | Display whether the interest selection period is open or closed. | <p>1. The system must display the updated date and time a student decides to opt in or opt out.</p> <p>2. The system must display an interest status check box if the opt-in/opt-out deadline has NOT passed (Appendix B1 and B2).</p> <p>3. The system must disable the interest selection button if the opt-in/opt-out deadline has passed and display the final interest status as read-only. (Appendix B3).</p> | |
| US3 | F2 | As a coordinating instructor, academic chair, supporting faculty, administrative assistant , I | Display all student practicum reporting data on a single | <p>Dashboard display</p> <p>1. The system must display the logged-in staff member's name at the top of the dashboard.</p> | Must Have |

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|---|-------------------------|--|----------|
| | | want to view student's practicum eligibility reports, so that I can review practicum interest and eligibility across both campuses. | dashboard (Appendix C). | <p>2. The system must display the staff member's School name and Campus (e.g., "School of Information Technology— Fredericton Campus").</p> <p>3. The system must display a table listing all Business Analysis students from Fredericton and Moncton campuses.</p> <p>4. Each student row must show: Student ID#, Name, Academic Year, Campus, Practicum Interest (Opted In/Opted Out), Eligibility Status, Placement Status, View/Edit/Save Changes.</p> <p>5. Eligibility status must display one of the following labels using consistent color-coding:</p> <ul style="list-style-type: none"> - Eligible→ green badge (NBCC primary green) - Eligible in Principle→ yellow badge (warning/in progress) - Not Eligible in Principle→ orange (risk state) - Not Eligible→ red badge (final negative state) <p>6. The system must display records sorted by Name (A-Z).</p> <p>7. The layout must clearly display all records without requiring horizontal scrolling on a standard laptop screen.</p> <p>8. The interface must follow NBCC brand standards, using official colors and styling.</p> <p>Filtering and Sorting</p> <p>9. Staff must be able to filter student records by: Name, Student ID, Campus, Practicum Interest, Eligibility Status, and Academic Year.</p> <p>Pagination</p> <p>10. The system must display at least 20 student records by default on the first load.</p> <p>11. The system must include a "Rows per page" selector with the following options: 20, 50, 100.</p> <p>12. The system must refresh and reload the correct number of records after users change the row count.</p> <p>13. The system must include a pagination control at the bottom of the table showing:</p> | |

| Story # | Related Feature | User Story | Description | Acceptance Criteria | Priority |
|---------|-----------------|------------|-------------|--|----------|
| | | | | <ul style="list-style-type: none"> - current page number - total number of pages - navigation arrows (Previous / Next) <p>14. Pagination must use “Page X of Y” format: “Page 1 of 2”, “Page 2 of 5”.</p> <p>Export Setting</p> <p>15. The system must include a visible “Download” button in the dashboard header (Appendix B).</p> <p>16. The system must export the document in a PDF format.</p> <p>17. The system must export only the currently filtered dataset, not the full list by default.</p> <p>18. The PDF must include a header with:</p> <ul style="list-style-type: none"> - NBCC logo - “Practicum Tracker – Staff Report” - Active Academic Year <p>19. The PDF must include a footer with:</p> <ul style="list-style-type: none"> - Export date and time - Page number (“Page X of Y”) <p>20. The PDF must show all exported records in a tabular format matching the dashboard columns.</p> <p>21. Eligibility must appear in the PDF using labels, not colors (e.g., “Eligible”, “Not Eligible in Principle”), to ensure print clarity.</p> <p>22. The PDF must retain the sort order currently applied on the dashboard (default A–Z or user-selected).</p> | |

5. Appendix

A. Students Track Status

On Track (SIMS)

A student is considered **On Track** when SIMS indicates that they are meeting the academic requirements necessary to remain eligible for program graduation.

This typically means:

- All required Fall and Winter courses are passed *or*
- Current coursework shows no failing indicators
- No academic risk flags are present in SIMS

This is not the same as being eligible for practicum.

It is only the academic component of eligibility.

Not On Track (SIMS)

A student is considered **Not On Track** when SIMS indicates that they are **not currently meeting** the academic requirements to remain eligible for program graduation.

This may occur when:

- One or more mandatory Fall/Winter courses are failed
- SIMS shows academic risk indicators
- The student is missing required course completion

Again:

This state does not determine final practicum eligibility.

It only reflects academic standing from SIMS.

B. Student System Views

B1. Student System View with Opt-in and Opt-out Selection Button



PRACTICUM TRACKER

Jack Byers - ID #5489617

Practicum Interest & Eligibility

Interest in Practicum

Practicum participation is an optional component of the program. Submitting interest does not guarantee eligibility; it only records the student's intention for program planning purposes.

If you have questions, contact your Coordinating Instructor.

Eligibility Status Definitions

Eligible: The student meets all practicum requirements:

- Opted in,
- Secured a practicum placement, and
- SIMS shows the student is on grad track.

Eligible in Principle: The student appears on track to meet requirements, but final confirmation is pending.

Examples:

- SIMS shows on track, but final grades are not released.
- Practicum placement is pending confirmation.

Not Eligible in Principle: There are indicators that the student may not meet requirements, but results are not final.

Examples:

- SIMS shows academic risk (e.g., failing or missing grades),
- Practicum placement has not yet been secured.

Not Eligible: The student does not meet practicum requirements because one or more conditions failed:

- Did not opt in,
- Did not secure a placement, or
- SIMS confirms the student is not on grad track.

| Interest Status | Date Created | Academic Year | Eligibility Status |
|----------------------------------|--------------|---------------|--------------------|
| Opt in <input type="checkbox"/> | | | |
| Opt out <input type="checkbox"/> | | | |

B2. Student System View with Opt-in and Opt-out Selection Button: Deadline not Passed


Practicum Interest & Eligibility

Interest in Practicum

Practicum participation is an optional component of the program. Submitting interest does not guarantee eligibility; it only records the student's intention for program planning purposes.

If you have questions, contact your Coordinating Instructor.

Eligibility Status Definitions

Eligible: The student meets all practicum requirements:

- Opted in,
- Secured a practicum placement, and
- SIMS shows the student is on grad track.

Eligible in Principle: The student appears on track to meet requirements, but final confirmation is pending.

Examples:

- SIMS shows on track, but final grades are not released.
- Practicum placement is pending confirmation.

Not Eligible in Principle: There are indicators that the student may not meet requirements, but results are not final.

Examples:

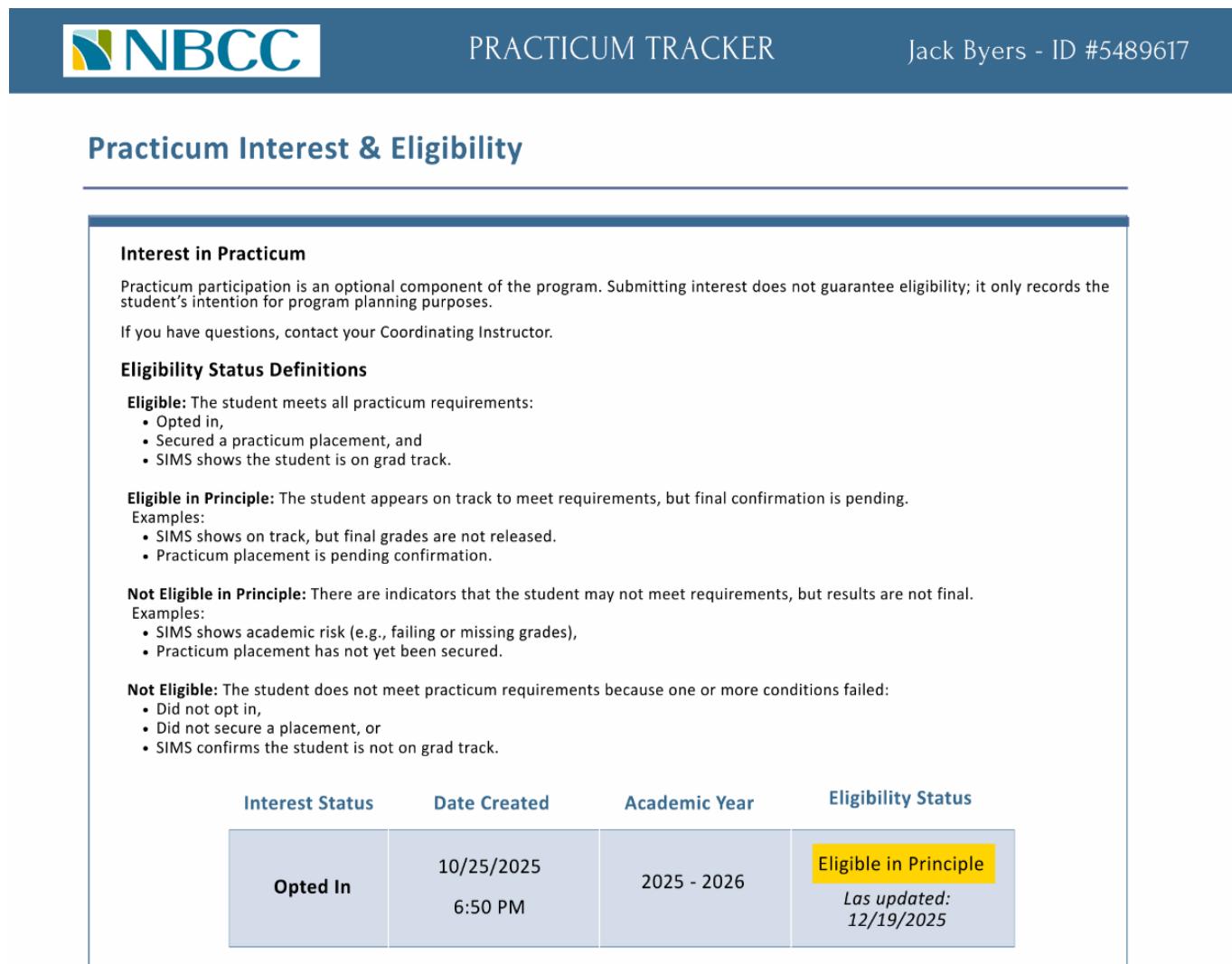
- SIMS shows academic risk (e.g., failing or missing grades),
- Practicum placement has not yet been secured.

Not Eligible: The student does not meet practicum requirements because one or more conditions failed:

- Did not opt in,
- Did not secure a placement, or
- SIMS confirms the student is not on grad track.

| Interest Status | Date Created | Academic Year | Eligibility Status |
|--|--------------|---------------|-------------------------------------|
| Opt in <input checked="" type="checkbox"/> | 10/25/2025 | 2025 - 2026 | Not Eligible Princ. |
| Opt out <input type="checkbox"/> | 6:50 PM | | <i>Last updated: 12/19/2025</i> |

B3. Student System View with Opt-in and Opt-out Selection Button: Deadline Passed- Only Read



The screenshot shows the NBCC Practicum Tracker interface. At the top, there is a header bar with the NBCC logo, the title "PRACTICUM TRACKER", and the user information "Jack Byers - ID #5489617". Below the header, the main page title is "Practicum Interest & Eligibility". A detailed description of "Interest in Practicum" follows, stating that participation is optional and records the student's intention. It includes a note about contacting the Coordinating Instructor and a section on "Eligibility Status Definitions". This section defines four categories: "Eligible", "Eligible in Principle", "Not Eligible in Principle", and "Not Eligible". Below these definitions is a table showing a single record:

| Interest Status | Date Created | Academic Year | Eligibility Status |
|-----------------|-----------------------|---------------|--|
| Opted In | 10/25/2025 6:50 PM | 2025 - 2026 | Eligible in Principle <i>Last updated: 12/19/2025</i> |

B4. Eligibility Status Definitions

Eligible

The student meets all practicum requirements:

- opted in,
- secured a practicum placement, and
- SIMS shows the student is on grad track.

Eligible in Principle

The student appears **on track** to meet requirements, but final confirmation is pending.

Examples:

- SIMS shows *on track*, but final grades are not released.
- Practicum placement is pending confirmation.

Not Eligible in Principle

There are indicators that the student may not meet requirements, but results are not final.

Examples:

- SIMS shows academic risk (e.g., failing or missing grades),
- practicum placement has not yet been secured.

Not Eligible

The student does not meet practicum requirements because one or more conditions failed:

- did not opt in,
- did not secure a placement, or
- SIMS confirms the student is not on grad track.

C. Staff System View

 PRACTICUM TRACKER Logged in as Keisha Peters

School: School of Information Technology
Campus: Fredericton

Staff View

Search by Name: _____

Campus: All ▼

Practicum Interest: All ▼

Eligibility: All ▼

Search by Student ID: _____

Set Academic Year: 2025-2026 ▼

Set deadline: From To

Student Records Download

| ID # | Name | Academic year | Campus | Interest | Eligibility | Placement Secured | View/Edit |
|---------|---------------|---------------|-------------|-----------|-----------------------|-------------------|----------------------|
| 7854126 | Brown, Maria | 2025 - 2026 | Fredericton | Opted In | Eligible | Yes | Edit |
| 8521478 | Chen, Aisha | 2026 - 2027 | Moncton | Opted Out | Eligible in principle | No | Edit |
| 9631257 | Lopez, Joseph | 2026 - 2027 | Fredericton | Opted Out | Not eligible | No | Edit |
| 8546931 | Smith, Ian | 2027 - 2028 | Fredericton | Opted In | Not eligible princ. | Yes | Edit |
| 2587412 | Lopez, Joseph | 2025 - 2026 | Fredericton | Opted Out | Not eligible | No | Edit |
| 6987425 | Chen, Aisha | 2027 - 2028 | Moncton | Opted Out | Eligible in principle | No | Edit |

Page:

Only authorized NBCC staff can view these records.