Ateneo de Manila University
Department of Information Systems and Computer Science

Practicum Learning Contract

Instructions:

- Complete **ALL INFORMATION** on this form, including the Core Competencies and Scope of Work. Signatures of the Student, Supervisor, and Faculty Practicum Coordinator are required.
- Submit the completed contract to DISCS within the first week of the practicum start date. Keep one copy for yourself.

Student Information

Student's Name: _____ **Student ID:** _____

E-mail Address: _____ **Mobile:** _____

Course Information

Course Code **School Year**

- ○ CS 199.1
- ○ MIS 199

_____

Practicum Site Information

Company Name: _____

Mailing Address: _____

Attending Supervisor / Industry Mentor Information

Supervisor's Name: _____

Title: _____

Contact Number: _____ **E-mail Address:** _____

Faculty Program Coordinator

Faculty's Name: _____

E-mail Address: _____

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Practicum Learning Contract: Practicum Content

Title / Position of Student's Practicum: _____

Background (description of the practicum site and project, 1 to 2 paragraphs)

Core Competencies

- Review the list of Core Competencies Required for Work Practicum (see Appendix A).
- List the Core Competencies that the student's practicum work will address.
- The target core competencies may change as the practicum progresses. The list shall be updated in the Midpoint Review.

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Practicum Learning Contract: Scope of Work

Projected Deliverables / Outcomes

- List the products that the student will help produce during the practicum.
- Include the Midpoint Review, Practicum Report, and Evaluations as deliverables.
- If there are no other obvious deliverables at the outset of the practicum, it may be left blank. Deliverables or outcomes that are identified during the practicum can be added to the Scope of Work in the Midpoint Review.

Activities

- For each deliverable, list the activities that the student will engage in at each step of the practicum, as they relate to each deliverable

Timeline

- For each activity, list a general period (month and week) when the activity will be completed.

A template is given below. Additional sheets may be attached, if needed.

Projected Deliverables / Outcomes	Activities	Timeline	
		Start Date	End Date

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Practicum Learning Contract: Practicum Course Requirements

Description of Course Requirements

In conjunction with the Attending Supervisor / Industry Mentor and the Faculty Practicum Coordinator, the student is responsible for

1. Practicum Learning Contract
    - Accomplished by the student, with consultation and approval of the Attending Supervisor / Industry Mentor
    - Submitted by the student to the Faculty Practicum Coordinator

2. Midpoint Review
    - Accomplished by the student
    - Reviewed by the Attending Supervisor / Industry Mentor
    - Signed by the student and the Attending Supervisor / Industry Mentor
    - Submitted by the student to the Faculty Practicum Coordinator

3. Practicum Work Hours
    - Completed at least 240 work hours

4. Practicum Report
    - Accomplished by the student
    - Submitted by the student to the Faculty Practicum Coordinator

5. Student Evaluation Form
    - Accomplished and signed by the student
    - Submitted by the student to the Faculty Practicum Coordinator

6. Attending Supervisor / Industry Mentor Evaluation Form
    - Accomplished by the Attending Supervisor / Industry Mentor
    - Submitted by the Attending Supervisor / Industry Mentor Evaluation Form to the Faculty Practicum Coordinator

Signatures

I have read the Practicum Learning Contract, as prepared by the student, and understand my role and responsibilities pertaining to the successful completion of this practicum.

Student _____ **Date:** _____

Attending Supervisor / Industry Mentor _____ **Date:** _____

Faculty Practicum Coordinator _____ **Date:** _____

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Appendix A: Practicum Core Competencies

Work Practicum will be assessed on this basis. This means that students will be graded based on the quality of the IS/IT work they have achieved and the skills they have developed over the summer/semester. *Only work that is systems-related (and not clerical/secretarial/data entry) is acceptable*. Further, students should not be related (by blood or affinity) to their direct supervisor or owner of the company.

There is a specific set of skills and knowledge areas that a MIS or CS graduate is expected to possess when they graduate. These skills are shown in Table 1. Work practicum is expected to develop some of these skills, with the use of the knowledge learned in sophomore and junior year.

Characteristic	With the Ability to…	Using the Knowledge of…
Communication	1. Accurately observe, note, and explain observations of events 2. Actively listen and express complex ideas in simple terminology 3. Organize and make presentations 4. Write memos, reports, documentation	• Listening, observing and documenting • Interviewing and speaking • Negotiating and facilitation • Presentation and interpretation of data
Computer Applications systems	1. Apply IS solutions to functional, inter-organizational, operational, managerial, and executive problems and opportunities 2. Describe characteristics of various information systems	• Organizational theory, structure, function • Characteristics and capabilities of systems and technologies
Information Technology and Tools	1. Describe the functions and components of computers and networks 2. Select and apply software tools for organizational solution 3. Install and integrate purchased solutions	• Computer and networking concepts • Distributed systems • Database implementation and management • Programming languages and environments • Security and privacy management
Interpersonal relationships	1. Effectively work with people of diverse backgrounds 2. Effectively work with people at all corporate levels 3. Lead and facilitate teams in a collaborative environment 4. Develop win-win approaches 5. Empathetically listen and seek synergistic solution	• Leadership, management, and organizations • Small group communications and motivation • Organization, team and individual goal setting • Shared vision and responsibility • Cultural diversity

Characteristic	With the Ability to…	Using the Knowledge of…
Management	1. Establish project goals consistent with organizational goals 2. Specify, gather, deploy, monitor, and direct resources and activities 3. Observe the need for paradigm shifts 4. Apply concepts of continuous quality improvement	• Mission, planning, goal setting and tracking • Project and steering team operation • Planning and resource management • Leadership, motivation, and team building
Problem solving	1. Recognize the need for the application of analytic methods 2. Devise questions that will identify problems 3. Apply systems concepts to definition and solution of problems 4. Formulate creative solutions to simple and complex problems	• Technical observation and writing • Problem solving models • Life cycle stages • Creativity techniques • Methods to collect, summarize, and interpret data • Statistical and mathematical methods
Systems development methodologies	1. Select and utilize appropriate methodologies 2. Use tools and techniques to analyze, design, and construct an information system 3. Assess feasibility and risk assessment for projects 4. Apply design methodologies compatible with organizational settings	• Systems development life cycle • Prototyping, purchasing, and outsourcing • Feasibility and risk analysis • Standards
Systems theory and concepts	1. Apply systems representations and life cycle concepts 2. Represent organizational and data using formal methods 3. Identify interfaces, boundaries, and components of problems 4. Apply solution checking ad reality testing mechanisms	• General systems theory • Control systems concepts • Quality, effectiveness and efficiency concepts • Business process modeling and re-engineering • Business process data, logic, and event modeling
Professionalism	1. Apply personal goal setting and time management concepts 2. Apply personal decision making skills 3. Articulate a personal position and respect the opinions of others 4. Adhere to ethical standards 5. Assess organizational and societal impacts of an IS 6. Actively seek and employ current practice standards	• Codes of conduct • Ethical theory • Legal and regulatory standards • Generally accepted practice standards • Record keeping and reporting • International standards, culture, and practices • Stakeholder needs