

**Course: CMSC 198 (Practicum)**

**Period: Summer 2013**

**A. Important Dates (all of the year 2013) to Remember**

- a. 15 April
  - General registration period for Summer 2013
  - Deadline of MOU signatories up to Dean's Level (triplicate)
- b. 16 April
  - Start of Summer 2013
- c. 22 April, 29 April, 6 May, 13 May
  - Deadlines of the corresponding weekly reports.
  - Score deduction will be applied for late submissions.
- d. 02 May
  - Mid-Semester and Deadline of Dropping without Evaluation
  - Deadline of accomplished MOU with Notarization (triplicate)
- e. 09 May
  - Deadline of Dropping with Evaluation
- f. 20-26 May
  - Output presentation week
  - The final date will still be decided upon by the practicum advisers.
  - The date will also be the deadline for the submission of the practicum requirements. Score deduction will be applied for late submission.
- g. 27 May
  - Final deadline of requirements to be submitted.
  - Submission beyond 1pm of this date will result to a grade of INC or 4.0 or 5.0, whichever is applicable.

Important: Please refer to the academic calendar (AY 2012-2013) for the important dates such as deadline of submission of grades.

## **B. Course requirements**

A student must be able to **complete 160 hours (with certification from the supervisor) of practicum work** under a company. Lacking any of the following requirements will result to a grade of INC or 4.0 or 5.0, whichever is applicable.

### **a. Memorandum of Understanding**

- Completely accomplished
- Duly notarized by a public attorney

### **b. Weekly reports (for 5 weeks)**

- Report of the activities done every week.
- Deadline of submission of every report is on the Monday of the following week: Week 1 on 22 April, Week 2 on 29 April, Week 3 on 6 May, and Week 4 on 13 May.
- This should be accomplished individually. For those working on the same project, focus more on the modules you created.

### **c. Final report**

- Detailed report of the practicum work. Compilation of the weekly reports.
- With approval and endorsement from the supervisor.
- This report should include the following:
  1. Introduction
  2. Description of the company (history, location, number of employees, services or nature of the company, organizational setup)
  3. Description of the project/system worked on. This includes the design (such as ERD for projects with database management) and the resulting interfaces of the implemented project (functionalities, screen shots).
  4. Description and schedule of activities related to the project worked on.
  5. Problems encountered
  6. Lessons learned
  7. Recommendations

- This should be accomplished individually. For those working on the same project, focus more on the modules you created.

**d. Certification of completion**

- Ask this from the company.
- Back this up with records, such as a signed (by the supervisor) daily time record (DTR)

**e. Output presentation**

- Should be done using presentation application (such as MS Powerpoint).

**f. CD with the following content**

- Weekly reports (PDF)
- Final report (PDF)
- Output presentation material(s) (PDF, if applicable)
- Project (system source, application, design, tools) materials

**g. Supervisor's Evaluation** (an evaluation sheet will be given)

- The evaluation sheet should be accomplished by the supervisor.
- The completely accomplished evaluation sheet should be in a sealed envelope to be delivered (not tampered; can be hand-carried by the student) to the school.

Note: For all the reports, please set the following:

- Paper size: Letter
- Font: Arial
- Font style: regular
- Font size: 12
- Spacing: 1.5
- Margins: 1", all sides

## **C. Grading Scheme**

Weekly reports

- Submission of the weekly report beyond the deadline will mean a deduction of 1% per minute of late submission.

Final report and CD

- Submission of the practicum output beyond the deadline will mean a deduction of 5% per minute of late submission.

Below is the breakdown of the grade:

<b>*Practicum Output</b>	<b>40%</b>
<b>**Oral Report</b>	<b>20%</b>
<b>Supervisor's Evaluation</b>	<b><u>40%</u></b>
<b>Total</b>	<b>100%</b>

\*The reports (weekly and final), system files (source, application, etc.), CD

\*\*Practicum experience – project development (design and implementation)

Important: Your respective advisers may have modifications to the requirements.

### **CMSC 198 Advisers**

For the duration of the practicum, students should address their concerns (requirements to be submitted, deadlines, content of report, etc.) to their respective practicum advisers.

- CA Garillos: Segworks and UP Mindanao
- ANL Oponda: Maersk, MinDA, and MRDP
- JHO Santillan: Ingenuity, Petron, and PicLyf
- RE Tapulado: Lapanday and NEDA

**Weekly Reports.** No particular format for the weekly report. Make sure the content is readable and is organized. For every week, you are to record the activities/tasks you carried out during your practicum and add these to your submission of your weekly report content.

Weekly Report 1 (deadline on 22 April 2013, 10am). For Week 1 report, consider or answer the following questions.

1. What are your expectations and first impressions on the following?
  - a. company
  - b. employer, supervisor, employees

- c. working environment
  - d. co-practicumers
  - e. project
2. What are your worries, inhibitions, and problems encountered during your first week of practicum?
  3. How do you overcome or resolve those worries and problems you mentioned in item #2.

Weekly Report 2 (deadline on 29 April 2013, 10am). For Week 2 report, discuss about the profile (background, location, branches, nature of business, organizational structure, supervisors, etc.) of the company you are in. You are advised to secure or obtain the needed information from your respective company supervisors.

Weekly Report 3 (deadline on 6 May 2013, 10am). For Week 3 report, you will be required to discuss and document your project to be developed. This report shall include the following: objectives, major functions, tools needed (e.g. prog. languages, etc.), prototypes, etc.

1. What is/are the objective(s) of the project assigned to you or to the group?
2. What are the major functions (or modules) of the project? Explain thoroughly the module(s) assigned to you (i.e. its functions, input/output, interaction with other modules, etc.).
3. If you are working on a group, how was the division of modules done? Do you think the modules are distributed fairly?
4. What are the tools needed or used? (e.g. programming languages, applications, equipment, etc.) What are the advantages/disadvantages of using such tools?
5. Present the prototype of the project or the module(s) assigned to you. Show some screenshots of the user interfaces of the module/project, if you have already made a little progress on your assigned module/project.

Weekly Report 4 (deadline on 13 May 2013, 10am). For Week 4 report, it would be more of the following:

1. Assessment: How do you assess the following?
  - a. work (project)

- b. environment (place and people)
- 2. Learning (skills, knowledge, etc.) from the practicum
- 3. Difficulties encountered: What were the difficulties you encountered with the following? How were you able to address/resolve/cope with the difficulties?
  - a. work (project development)
  - b. environment (place and people) - interaction with the employees (esp. your supervisor)
- 4. Recommendation/s
  - a. What can you possibly recommend for the improvement of the practicum experience?
  - b. Will you recommend the same company for the next batches of practicum deployment? Why?

For the remaining week, please include the weekly report content to the final report content. Please start writing your final report - compile and organize your weekly reports.