Ateneo de Manila University
Department of Information Systems and Computer Science

Midpoint Review

The Midpoint Review should occur approximately halfway through the Practicum and is time for reflection and feedback. The goal of the Midpoint Review is to help ensure that the Practicum is on track in providing a valuable experience for the student, and that the student is making a contribution to the organization. In addition, it can help troubleshoot any unforeseen challenges or barriers while ensuring that the student is progressing with the Learning Contract. Finally, it provides an opportunity to make any necessary updates to the Learning Contract, especially the Scope of Work and Core Competencies.

Instructions for the Student:
- Complete the Midpoint Review Form with the Attending Supervisor/Industry Mentor, using the Learning Contract as a point of reference.
- Update any changes that need to be made to the Scope of Work (activities, timeline, and/or products).
- Based on your practicum experience thus far, reevaluate which Core Competencies are being addressed in your practicum, and revise your list of Core Competencies accordingly.
- Submit the Midpoint Review Form and the revised components of the Learning Contract (Scope of Work and Core Competencies) to the Faculty Program Coordinator within two (2) days of the estimated Midpoint Review date stipulated in the Learning Contract.

Student's Name: _____ **Practicum Site:** _____

Industry Mentor: _____ **Coordinator:** _____

1. Describe what you have accomplished to date. Include a list of activities.

2. Discuss the progress on accomplishing the Scope of Work as described in the Learning Contract.

3. Describe any challenges or obstacles encountered that have affected the progress of the practicum. What is being done to address these obstacles?

4. Based on the amount of time left in the practicum, describe any changes that need to be made to the Learning Contract.

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5. Please describe any issues that need to be addressed.

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6. Is follow-up from the Faculty Coordinator needed with the Attending Supervisor/Industry Mentor?

☐ Yes   ☐ No

Student _____   **Date:** _____

Industry Mentor _____   **Date:** _____

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Midpoint Review Update: Core Competencies

Core Competencies
- Review the list of Core Competencies Required for Work Practicum.
- List the Core Competencies that the student's practicum work will address.
- If the target core competencies have changed as since the Practicum Learning Contract, please provide an update here.

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Midpoint Review Update: Scope of Work

Projected Deliverables / Outcomes
- List the products that the student will help produce during the practicum.
- Add any deliverables or outcomes that have been identified during the practicum.
- Include the Midpoint Review, Practicum Report, and Evaluations as deliverables.

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**