

Guidelines to Complete Project II Contract

Please complete the following steps before starting a project:

1. **Secure a Project and/or Project site.** Students should consult their Faculty Advisor to discuss potential project ideas. If you need assistance locating a project with an external organization, schedule a meeting with the Office of Experiential Programs or email explearning@HarrisburgU.edu well in advance of the semester in which you register for the project. Students should begin searching for a project at least one semester prior to registration. The Office of Experiential Programs will be able to provide guidance with application materials and interview preparation, if applicable. Students must secure a project/project site and have the site approved by the Office of Experiential Programs before completing this contract.
2. **Obtain Project specifications or Project ideas from Project Advisor or Site Supervisor.** You will need this information to effectively develop the project contract.
3. **Complete the Project Application and Contract.**
4. **Schedule a meeting with your Project Advisor.** Develop your learning agenda and project plan.

Meeting with Project Advisor:	
Date: <u>1/7/21</u>	Time: <u>1:30PM</u>

5. **If working with an external organization provide a copy of the contract to your Site Supervisor** (if applicable) to review and sign.
6. **Submit signed Project Contract** to Experiential Learning Coordinator who is responsible for processing. One copy will be kept with the Experiential Learning Coordinator and one copy emailed to the student, faculty supervisor, project advisor, site supervisor (if applicable) and Office of Records & Registration.

Student is responsible for obtaining all required signatures listed on project documents. It is important that any individual who signs on behalf of your project has contracting authority to legally execute the enclosed agreements.



PROJECT II APPLICATION

Course Number:

Individuals should use the following course numbers to register for Project II: BTEC 498, CISC 498, MEBA 498, GGSI 498, INSC 498.

Prerequisites:

Prerequisites to completing a Project II include; successful completion Project I Course 298, an approved learning contract, permission of the Office of Experiential Programs, designation of an appropriate faculty advisor.

Course Description:

This project must be in the student's program of study or concentration(s). It should demonstrate application of the skills, methods, and knowledge of the discipline to solve a problem or answer a question representative of the type to be encountered in the student's profession. As with Project I, this is undertaken with the closer mentorship of a faculty member, and may involve a community partner. The ideal project has a clear purpose that builds directly upon the learning that occurs within the student's first project and internship. Course is offered as needed.

Course Goals and Learning Objectives:

A student's course goals and learning objectives will vary based on student and their project. As a part of the project contract, all students will establish learning goals and objectives for the project. Learning goals and objectives will be established with a student, faculty supervisor and site supervisor (if applicable). The learning goals and objectives must be approved by the faculty supervisor, site supervisor (if applicable) and Office of Experiential Programs prior to beginning a project.

Harrisburg University Competencies:

Project sites can satisfy all eight Harrisburg University competencies depending on the type of project. Students should be thinking of this throughout the project as some competencies may be more recognizable than others. Students should provide artifacts which address the competencies utilized during the project. Students should include this information in the project assignment, as well as, the student's eportfolio.

Project Plan:

A completed project plan is required with a faculty supervisor setting out a schedule a meetings (minimum of three per semester), due dates for any work submissions and other matters the faculty supervisor deems important. A student should be submitting progress updates to the faculty supervisor at least five times throughout the semester. Student attendance at scheduled meetings with faculty supervisor will be factored into a student's grade. The failure to attend scheduled meetings or submit required documents will negatively impact a student's grade.

Evaluations:

A student will have the opportunity to evaluate their experience at the midterm of the semester and at the end of the semester via an online evaluation form distributed through the Office of Experiential Programs. A site visitation at the midterm of the semester will be conducted with a student's site supervisor and the Office of Experiential Programs if the student is working with a community partner. A student's site supervisor will evaluate the student's performance at the midterm and end of the semester via an online form distributed through the Office of Experiential Programs. Evaluations will be returned to the student to include in the final assignment.

Grading Policies:

The faculty supervisor will assign a grade based on the submission of the following on or before the final day of the semester:

- Student's final assignment (determined by project advisor)
- Ability to meet with Project Advisor/Site Supervisor on a regular, documented basis to discuss progress
- Reflective paper focusing on 4 of the Harrisburg University competencies selected on project contract
- Work Site Product – any written, video, audio, etc. product generated during the course of the project
- Public Project presentation – a presentation may be required by your Faculty Advisor. If applicable, a project must be presented to an external audience, possibilities include presentation at worksite, meeting with professional organization, professional conference
- Timesheets indicating minimum of 135 hours completed/approved by site supervisor or faculty advisor
- Weekly journal/reflective writings
- Evaluations and Site Visitation from Site Supervisor (if applicable)
- Evaluations from Student

Faculty will also take into consideration a student's attendance at scheduled progress meetings with faculty, communication throughout the project with site (if applicable), faculty supervisor and Office of Experiential Programs, attitude and ability to complete assignments within deadlines.

Confidentiality:

Students must be cognizant of the requirements of confidentiality within the project/workplace. This means that students agree not to divulge information regarding the project or workplace outside of that environment. Be very careful about what is discussed outside of the project site.

At the conclusion of the semester, students are required to submit a final assignment which could include the following:

- Original project contract
- Final work product – determined by project advisor and/or site supervisor
- Project specifications/project outline
- Weekly journals
- Reflective paper focusing on 4 of the Harrisburg University competencies selected on project contract
- Timesheets approved by site supervisor representing a minimum of 135 hours
- Midterm Evaluation from site supervisor and student (if applicable)
- End of Semester Evaluation from site supervisor and student (if applicable)
- Public presentation, if applicable

Other items that can be included as applicable:

- | | |
|------------------------|---|
| • Meeting reports | • Research documents |
| • Laboratory write ups | • Projects |
| • Presentations | • Any other documents that are non confidential in nature |
| • Photos | |

A copy of the final assignment will be submitted to the student's faculty supervisor and another copy will be submitted to the Office of Experiential Programs. The student's final assignment is due on or before the final day of the semester in which the student is registered, unless otherwise noted in the Office of Experiential Programs.

Signing this form affirms you understand and agree to the requirements for completing an academic project at Harrisburg University.



Student Signature

1/7/21

Date



To be completed by Registrar:

Student Name: _____

Student ID: _____

Course Name & Number: _____

Semester academic credit will be received:

FA SP SU Year: _____ Subterm: _____

Course Created: _____

Student notified of registration: _____

Staff: _____

Project II Application

Students are **required to submit** the completed application to the Office of Experiential Programs on or before the deadline indicated on the academic calendar for the semester in which they are registered for the course. Students will not receive academic credit for the project if completed contract is not submitted by the deadline. A copy of this form will be sent to the student, project advisor and project site supervisor (if applicable). *Please type.*

To be completed by Student:

Term/Semester: Spring Subterm:

Course Number: CISC 498

Faculty Project Advisor: Douglas Rumbaugh

Year: 2021

Declared Major: Computer Science

Faculty Advisor: Brian Grey

Expected Start Date: 1/11/2021

Expected End Date: 4/23/21

Number of Hours Student Expected to Work: 135

Hours Per Week: 9

Project is: ☐ Paid ☒ Voluntary/Unpaid

STUDENT CONTACT INFORMATION:

Student Name: Zachary Schade

ID Number: 223382

Student Address: 414 Lewisberry Rd.

City: New Cumberland

State: PA

Zip: 17070

Home Phone:

Cell Phone: 717-599-2760

Email (HU): zschade@my.harrisburgu.edu

Email (personal): zdschade@gmail.com

Number of Academic Credits Earned: 73

ORGANIZATION CONTACT INFORMATION: (include if working with community partner)

Organization Name:

Organization Address:

City:

State:

Zip:

Project Supervisor:

Supervisor Title:

Supervisor Phone:

Supervisor Email:

Student Position:

Project II Contract

To be completed by the student after consultation with the Faculty Project Advisor and Site Supervisor. Please type.

Project Title: OCR Auto Scheduler

Project Proposal:

Students are required to submit a 100 word minimum project proposal. A project proposal is a detailed description of the proposed project. It should provide the reader with a concise, organized description of the project and expected findings. *Please refer to student guide for assistance with completing your project proposal.*

The OCR Auto Scheduler aims to solve the problem of modern workplaces still using paper schedules or utilizing an inadequate or unwieldy online scheduling system. The OCR Auto Scheduler will be a web app that utilized OCR (Optical Character Recognition) to read a paper schedule and automatically make Google Calendar events for the dates and times the user will work. The user will be able to upload a regular picture of a paper schedule, crop it to just their slot, and input some basic information about their schedule. The front end web app can then pass the image to a Python back end that will use OCR to read the times they work and make the calendar events.

Learning Objectives, Activities, and Evaluation:

Please refer to Student Guide for assistance with completing your learning objectives, program goals, activities, and evaluation. Students are required to have a minimum of three learning objectives and corresponding program goals.

Learning Objective: **To design a usable web app using Python and HTML/CSS/JavaScript that people will actually use and benefit from.**

Program Goal: **Work independently and in collaboration with colleagues.**

(Faculty Please Indicate)-Learning Outcome(s):

Resources/Activities:

1. **Previous knowledge of Python, Flask, and front end tools (HTML, CSS, etc)**
2. **Design a front end that is easy to use and understand with minimal instruction**
3. **Design an efficient and reliable back end to process input from the front end**

Evaluation/Verification:

1. **Include a flowchart of the program to show data flow**
2. **Demonstrate a working application**

Learning Objective: **Implement a Flask backend to process images and make calendar events**

Program Goal: **Apply theoretical constructs of mathematical analysis, and sound reasoning to develop and deploy practical solutions for real world problems.**

(Faculty Please Indicate)-Learning Outcome(s):

Resources/Activities:

1. **Use previous knowledge of Flask and gain a deeper understanding**
2. **Implement an efficient and well featured back end**

3. Make the code easy to read and understand to someone who didn't write it

Evaluation/Verification:

1. **Demonstrate the OCR function and show that it works on a variety of schedule layouts**
2. **Demonstrate that the program can reliably create accurate calendar events**

Learning Objectives, Activities, and Evaluation Continued:

Learning Objective: **Create a visually appealing front end that is intuitive to use**

Program Goal: **Master the elements of effective written and oral communication of results to technical and non-technical audience.**

(Faculty Please Indicate)-Learning Outcome(s):

Resources/Activities:

1. **Learn modern layouts and design**
2. **Efficiently link the front end to the back end**
3. **Make the UI easy to navigate even for someone who is not tech literate**

Evaluation/Verification:

1. **Include a site map**
2. **Demonstrate the intuitive UI**

Application of Harrisburg University Competencies and rationale:

Please select **at least four** of the competencies listed below which the project will address. Briefly explain how your project will utilize each competency selected. Please refer to student guide for assistance in completing your rationale.

- ☒ **Critical Thinking – Effectively implement OCR in the back end.**
- ☒ **Communication- Coordinate with my project advisor and seek feedback from others.**
- ☐ **Teamwork & Collaboration -**
- ☐ **Entrepreneurship-**
- ☒ **Information Literacy – Knowledge of the technologies utilized in the project.**
- ☐ **Ethical Decision Making -**
- ☐ **Global Awareness -**
- ☒ **Civic Engagement – Potentially release the final product to be used by anyone.**

Project Progress Plan:

List of Scheduled Meeting Dates with Project Advisor:

1. 1/19/21
2. 2/9/21
3. 2/23/21
4. 3/16/21
5. 4/13/21

Documents to be submitted to Project Advisor and Due Dates:

Document Title:

1. Back end files
2. Front end files

Due Date:

4/23/21
4/23/21

3. Application flowchart	4/23/21
4. Site map	4/23/21
5. Images or video of working application	4/23/21

NOTE TO THE STUDENT: Regular meetings with you Project Advisor in connection with the academic component throughout the project are expected. Regular communications with the Office of Experiential Programs throughout the project is expected. *It is the STUDENT'S responsibility to ensure that a schedule for regular meetings listed below is adhered to.*

Signing this form affirms that the learning objectives, program goals, activities, and hours listed above are acceptable to the student, project advisor and meeting the student's educational goals.



Student Signature

1/6/21

Date

Project Site Supervisor

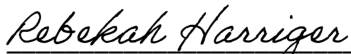
Date



Faculty Project Supervisor

01/07/2021

Date



Office of Experiential Programs

1/11/2021

Date

Code of Professional and Ethical Conduct for Students

General Statements:

While completing a project at your site, you are representing not just yourself, but Harrisburg University of Science and Technology and your fellow students, both current and future. Your performance at your site may have implications far beyond your current situation.

You are governed by the employer's employment policies, practices, procedures, dress code and/or standards of conduct. To avoid any misunderstanding, it is recommended that you obtain clarification regarding such matters from your employer when you begin your assignment.

Your performance while on assignment may be measured by your employer's performance measurement process and Harrisburg University's project evaluation process. You must receive a satisfactory (or better, rating of a 3 or higher) performance rating for the period of your project for the project to be recognized by the University.

You must keep both the Office of Experiential Programs and your sponsoring employer apprised, at all times, of your current e-mail address, physical address and telephone number.

You understand that permissible work absences include illness or other serious circumstances. Keeping pace with coursework or co-curricular activities are not legitimate excuses. You will be responsible to notify the employer and the Office of Experiential Programs immediately in case of absence.

Any changes in your project status (layoff, cutback hours, or dismissal) must be reported immediately to the Manager of Experiential Programs and your faculty advisor.

Due to the nature of an project arrangement, you may not withdraw from a site except in severe and justifiable circumstances as determined by the Office of Experiential Programs in consultation with the cooperating site sponsor. A dishonorable dismissal will nullify the project arrangement at the risk of academic penalty and loss of tuition.

You will follow all policies and procedures of the project, as well as the University policies for on-campus classes. This includes completion of all assignments related to the project.

Specific Statements:

You will conduct yourself in a professional manner at all times. This includes, but is not limited to:

Maintaining confidentiality regarding information accessed on any patients, clients, members, customers, employees and products or services associated with the project site;

Reporting for the project on time;

Using appropriate written and oral expression in all interactions with University personnel, managers, supervisors, employees, the public and clients;

Participating in any orientation or testing required by the project site.

Observing all established safety and sanitation codes;

Engaging in positive, good, legal behavior;

Accepting responsibility and accountability for decisions and actions taken while at the project site;

Ensuring that all interactions with guests, patients, clients, members, customers, the public and fellow employees are conducted with dignity and respect towards every person.

By my signature below, I indicate my understanding of, and willingness to confirm to, the professional standards of the project program delineated in the preceding general and specific statements. If any facet of the code of conduct is not adhered to, I may be at risk of losing academic credit/tuition, or in some other way may be penalized.

Name (print): Zachary Schade

Signature: Zachary Schade Date: 1/7/21