

Course Learning Agreement: INFSCI 2980
(As of 7/2022, subject to change)

Instructor

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Course Information

Description: For students who desire experience in applying the knowledge and skills acquired in their course work and laboratory sessions. Students are responsible for arranging a practicum with a business or organization.

Course Requirements: Must have successfully completed a minimum of 18 credit hours. Must be in good academic standing. Must have submitted a practicum for credit via Handshake prior to it beginning and before add/drops ends.

Credits: 3

Grade Component: Satisfactory/No Credit

Assignments

Practicum Check-ins: Students should check-in with their course instructor once a month throughout the experience and on an as-needed basis.

Midterm Evaluation

You will need to prepare answers to the following prompts before you submit your evaluation:

- Briefly describe the practicum experience (company, title, role)
- Rate your practicum experience so far (Excellent, Good, Average, Poor, Terrible)
- What is the work environment like? (In-person, Hybrid, Remote)
- What were you initially tasked with doing?
- Did your responsibilities change? If yes, please describe the new responsibilities
- Do you anticipate your practicum goals will be met? List any accomplishments/challenges thus far
- Any additional comments you'd like to share with the course instructor?

Final Evaluation

You will need to prepare answers to the following prompts before you submit your evaluation:

Site Details

- Rate your overall experience (Excellent, Good, Average, Poor, Terrible)
- Where did you learn about the opportunity?
- Would you recommend this employer to other students? (Yes, Maybe, No)
- What was the work environment like? (In-person, Hybrid, Remote)
- How would you rate your preparedness in the following career readiness areas? (sample skills will be provided)
- What do you see as your most important competencies for future development? Your greatest strengths?

Final Reflection (written report, minimum of 3 pages in length)

- Briefly describe the practicum experience (company, title, working environment)
- Why were you initially interested in working with this employer?
- What were you initially tasked with doing?
- Did your responsibilities change during the experience? If yes, please describe the new responsibilities
- What technical skills have you gained? How will they help you in your career? Were your practicum goals met?
- Describe a job-related issue or struggle you experienced – how did you overcome it?

- What did you learn at Pitt which helped you in your practicum experience?
- What could you have learned (in the classroom or outside) that would have helped you in your practicum?
- Any additional comments you'd like to share with the course instructor?

Please note – the report will be assessed on both content and writing/presentation style

To complete the assignment, access the evaluation link through your Pitt email – you should receive an alert 14 days before finals week. If you do not, please log-in to Handshake and navigate to the Experiences tab under Career Center. After completing the practicum site details survey, you can upload your written report as an attachment.

Your practicum site supervisor will also be required to submit an evaluation, which they have the option of sharing with you. If they're unable to complete third-party forms, they must submit a letter stating completion of the experience has occurred and you should submit an internal/company final evaluation form (if possible) to the Manager of Experiential Learning for review.

Your course instructor will be notified if there are any issues. Both evaluations must be submitted before the end of final exams week (regardless of the experience end date) if you want to receive an 'S' grade. Otherwise, you will receive a 'U'.