

**Course Learning Agreement: INFSCI 2980**  
(As of 1/2023, subject to change)

**Instructor**

Dr. Paul Munro, [pwm@pitt.edu](mailto:pwm@pitt.edu)

**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

**Course Deliverables**

**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**

**Site Details**

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? (Yes, No) 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?

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

- Include and expand upon your responses to the questions above for this midterm report

**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? (Yes, No) 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

**How to Complete:** To complete the evaluations, access the evaluation link through your Pitt email – you should receive an alert 7 days before midterms for the midterm evaluation and 14 days before finals week for the final evaluation. 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.

**Practicum Site:** Your practicum site supervisor will be required to submit a final 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.

**Deadlines:** For the midterm evaluation, the student evaluation and written report is due before the end of midterms.

For the final evaluations, the student must submit their evaluation, as well as their written report, prior to the end of final exams week (regardless of the experience end date). Their supervisor must submit their evaluation prior to this deadline as well. Any major discrepancies between the learning goals agreed upon in the application and the final evaluations could impact the final grade.

### Course Agreement

Practicum credit is contingent upon the fulfillment of the course deliverables listed on this agreement and the practicum responsibilities submitted in the initial application. If those deliverables are not completed for whatever reason (including, but not limited to, the employer changing your duties), you may no longer be eligible for practicum credit. If this happens, please consult your course instructor immediately to receive guidance.