**Course Learning Agreement: CS 1951**
**(As of 1/2023, subject to change)**

## Instructor

Dr. John Ramirez, ramirez@cs.pitt.edu

## Course Information

**Description:** Students are given the opportunity to design a plan of study to be agreed upon by the student and a supervising faculty member.

**Course Requirements** Be a declared or intended CS major. Must submit a research project for credit application via Handshake prior to working. Must have an application approved and be enrolled before add/drop ends for the semester working. Must provide updates to a faculty sponsor throughout the project (per their preferred method/frequency) and fulfil the academic components of the course.

**Credits:** 1 – 3

**Grade Component:** Satisfactory/No Credit or LG

## Course Deliverables

### Research Project Check-ins

The faculty sponsor (and co-sponsor, when applicable) determines the frequency and format of the check-ins the student is required to make throughout the research project experience. Faculty sponsors note this in the survey they complete during the approval process, but if any changes are needed, they will contact the student directly.

### Final Evaluation

You will need to respond to the following prompts at the end of the semester:

Research Details

- Rate your overall research experience (Excellent, Good, Average, Poor, Terrible)
- Where did you learn about the opportunity?
- Would you recommend this research setting to other students? (Yes, Maybe, No)
- What was the work environment like? (In-person, Hybrid, Remote)
- Why were you initially interested in working with this topic or faculty member/lab?
- What were you initially tasked with doing?
- Did your responsibilities change during the semester? (Yes, No) If yes, please describe the new responsibilities
- What technical skills have you gained? How will they help you in your career?
- What did you learn at Pitt which helped you in your research experience?
- What could you have learned (in the classroom or outside) that would have helped you in your research experience?
- 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?
- Any additional comments you'd like to share with the course instructor?

Final Reflection (written report minimum of 8 pages in length, double-spaced, 12-pt font in .doc, .docx, .pdf format)

- Briefly describe the research experience (title, topic, working environment)
- Include a detailed explanation of the technical aspects of the experience (explain at least 1-2 example projects/tasks/achievements)

- Include a personal discussion of your experience (what was the environment like, how did you like it, do you think it met your expectations, etc.)
- Please feel free to include elements from your final evaluation

**How to Complete:** To complete the evaluation, access the link through your Pitt email – you should receive an alert 14 days before the semester ends. If you do not, please log-in to Handshake and navigate to the Experiences tab under Career Center. After completing the research project details survey, you can upload your written report as an attachment in Handshake, as well as in Canvas (when applicable).

**Research Project Site:** Your faculty sponsor or research advisor (if the research is conducted externally to the CS department) 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 of project work completion and you should submit an internal/company final evaluation form (if possible) to the Manager of Experiential Learning for review.

**Deadlines:** Students and their faculty sponsor or research advisor (if the research is conducted externally to the CS department) must submit a final evaluation prior to the end of finals week (regardless of when the research project ends) to be reviewed by their course instructor. Any major discrepancies between the learning goals agreed upon in the application and the final evaluations could impact the final grade.

## Course Agreement

Credit is contingent upon the fulfillment of the course deliverables listed on this agreement and the responsibilities submitted in the initial application. If those deliverables are not completed for whatever reason (including, but not limited to, the faculty or research advisor changing your duties), you may no longer be eligible for credit. If this happens, please consult your faculty sponsor (and co-sponsor, if applicable) immediately to receive guidance.