DSA 5900 PROFESSIONAL PRACTICE

Catalog Description:
This course focuses on real-world application of the skills taught in DSA core courses. This course allows a student to earn credit toward the degree requirements by completing an intense practicum experience. (Fall, Spring, Summer)

Credit Hours: 1-4 hours, may be repeated not to exceed 4 total hours
Textbook: None required
Staff Coordinator: DSA Staff
Faculty Coordinator: Faculty member (or Faculty Coordinator) approved by the DSA Graduate Liaison
Office Hours: TBD and/or by appointment
Prerequisites: Completed or concurrent enrollment in DSA 5103, DSA 5113, DSA 4413, DSA 5005 and DSA 4513. Graduate standing and approval from the Faculty Coordinator.

Eligibility:
The student must first identify a practicum sponsor and secure a practicum topic. The student should present this in proposal format to the DSA office to determine if this practicum meets the requirements for credit, no later than one month before the start of the semester. To meet the requirements, the set of activities that the student expects to complete during the practicum must contain high-level Data Science and Analytics work, such that the sum of the experiences for the practicum is equivalent to what a student would learn in an equivalently credited, graduate-level course. In addition, the practicum sponsor overseeing the practicum must agree in writing to prepare two evaluations/progress reports over the course of the experience. The reports can be in the form of an email or letter. The student must provide the DSA office updates on their progress via email each month.

The student must complete a proposal one month prior to starting the practicum, but after consultation with the faculty coordinator and the practicum sponsor. The proposal should identify the practicum sponsor, the objectives and plan for practicum, and the deliverables as agreed upon by the practicum sponsor and the faculty coordinator.

Course Description:
As a part of the course requirements, the student must complete:

1. **Written Proposal**: The proposal must be submitted to the DSA office a minimum of one month prior to beginning the practicum. It must be typewritten and include the following sections:
   a. Introduction. A brief description of the practicum project, including a discussion of how this project will contribute to the research/business objectives of the sponsor.
b. Objectives. This objectives section should state the technical project objectives, as well as the student’s individual learning objectives.

c. Plan. The plan section should provide a discussion of the specific project(s) that the student will work on and identify the student’s responsibilities for each project. Include what skills from the DSA core courses they intend to apply to the project.

d. Deliverables. The deliverables or outcomes of the plan should be described here.

e. Schedule. A timetable for completion of the practicum projects should be provided here. This should also include how many credit hours the practicum is for, if it is a paid internship, un-paid internship or research project, and who will be supervising the work (include name, contact and title).

2. Written Report: The report must be submitted prior to the presentation. This report will typically be 15-25 pages long and must be typewritten. The typewritten report must contain the same sections as the proposal, but with updated and expanded information as appropriate.

f. Introduction.

g. Objectives. Did the objectives change from the original, or need to change during the practicum.

h. Plan. Were any changes made to the plan, if so why?

i. Deliverables. How did these vary from the proposal?

j. Schedule. Were you able to follow the planned schedule, if not why?

The report must also contain an additional two sections:

k. Results. Explain your results and how they were achieved, or if not why and what would you change. Include a discussion of the impact of the project outcomes on the research/business objectives. Identify the DSA skills that were applied.

l. Self-Assessment. Describe your accomplishments and rate how you well you attained them.

The written report must be submitted and presented to the faculty coordinator for review, no later than one weeks prior to the presentation date. A copy must be submitted to the DSA office at the same time.

3. Oral Presentation: A formal oral presentation will be given by the student highlighting the objectives, deliverables, schedule, results and self-assessment described in the written report. This presentation should be 15 minutes for 1-hour practicum taken by thesis students, and 25 minutes for 4-hour practicum taken by non-thesis students. These slides should be submitted with the written report prior to the presentation.
Grading:

This course is graded on a Satisfactory/Unsatisfactory (S/U) basis. To earn a grade of “S”, all the criteria in the following table must be met satisfactorily. One copy of the final report should be given to the Faculty Coordinator.

<table>
<thead>
<tr>
<th>Assessment items</th>
<th>Criteria</th>
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<tbody>
<tr>
<td>Proposal</td>
<td>Proposal is grammatically correct, includes all required sections, and clearly identifies practicum work tasks and relevance to the degree curriculum.</td>
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<tr>
<td>Supervisor’s Report</td>
<td>Lists dates worked, describes project(s) and student’s responsibilities, and evaluates student’s performance.</td>
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<tr>
<td>Technical Performance</td>
<td>Project(s) is/are completed as assigned using good data science and analytical principles.</td>
</tr>
<tr>
<td>Written Report</td>
<td>Report is well organized, clearly written, contains no typographical or grammatical errors, and includes all required sections.</td>
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<tr>
<td>Oral Presentation</td>
<td>Presentation is delivered professionally and student responds to committee’s questions effectively.</td>
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Academic Integrity Expectations:

What does “academic integrity” mean? Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do you as an OU GCOE student. Here are the basic assumptions about academic work at the University of Oklahoma;

- Students attend OU in order to learn and grow.
- Academic assignments exist for the sake of this goal.
- Grades exist to show how fully the goal is attained.

All work and all grades should result from your own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

Academic integrity means understanding these basic rules, without which no university can exist. Academic misconduct (cheating) is not just “against the rules.” It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly. http://integrity.ou.edu/

Reasonable Accommodation Policy:

“The University of Oklahoma is committed to providing reasonable accommodation for all students with disabilities. Students with disabilities who require accommodations in this course are requested to speak with the professor as early in the semester as possible. Students with disabilities must be registered with the Office of Disability Services prior to receiving accommodations in this course. The
Office of Disability Services is located in Goddard Health Center, Suite 166, phone 405/325-3852 or TDD only 405/325-4173.”

Adjustments for Pregnancy/Childbirth Related Issues:
Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see www.ou.edu/content/eoo/faqs/pregnancy-faqs.html for commonly asked questions.

Title IX Resources: For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24.7, counseling services, mutual no contact orders, scheduling adjustments and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office 405-325-2215 (8-5, M-F) or OU Advocates 405-615-0013 (24.7) to learn more or to report an incident.

Students are responsible for any changes/additions to this syllabus announced in class.