DSA 5900
PROFESSIONAL PRACTICE

Catalog Description:
This course focuses on real-world application of the skills taught in major and concentration 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 from student’s School or a Dean’s designate(s)
Office Hours: TBD and/or by appointment
Prerequisites: Completed or concurrent enrollment in DSA 5103, DSA 5113, DSA 4413, 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 to the faculty coordinator in his/her school to determine if this practicum meets the requirements for credit. To meet the requirements, the set of activities that the student expects to complete during the practicum must contain higher-level engineering or science 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 student’s major. In addition, the practicum sponsor overseeing the practicum must agree in writing to prepare two evaluation/progress reports over the course of the experience. The reports can be in the form of an email or letter.

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

The proposal must include the following sections: Introduction, Objectives, Plan, Deliverables, and Schedule. The introduction section should state the relevance of and need for the proposed practicum work from the perspective of the student’s major field of study. The objectives section should state the technical project objectives, as well as the student’s individual learning objectives. 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. The deliverables or outcomes of the plan should be described in the deliverables section. A timetable for completion of the practicum projects should be provided in the schedule section. The proposal should be 1-3 pages long, typewritten using 12 point, Times New Roman font, and double-spaced with 1” margins.

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

1) Written Report: this report will typically be 15-25 pages long (not including the title page, executive summary, references or appendices), and must be typewritten using 12 point Times New Roman font, and double-spaced with 1” margins. The typewritten report should contain all the sections required for the proposal (i.e., Introduction, Objectives, Practicum Plan, and Schedule), updated and expanded as appropriate. The report should also include sections titled “Results” and “Self Assessment”. The Results section should describe the student’s responsibilities during the practicum and the scope of work completed. The Self Assessment section should include the student’s assessment of his/her practicum accomplishments following any guidelines provided by the faculty coordinator.
The written report must be submitted and presented to the faculty coordinator for review, no later than the last day of classes. It is highly recommended that students submit a draft report to their advisors 2-4 weeks before this date to allow for advisor review and student revisions.

ii) Oral Presentation: a computer-based 10 minute oral presentation will be given by the student highlighting the topics as described in the written report. This presentation should be given no later than the last day of classes.

**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.

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<tr>
<th>Assessment items</th>
<th>Criteria</th>
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<tr>
<td>1. 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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<td>2. 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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<td>3. Technical Performance</td>
<td>Project(s) is/are completed as assigned using good science and engineering principles.</td>
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<td>3. 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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<td>4. Oral Presentation</td>
<td>Presentation is delivered professionally and student responds to committee’s questions effectively.</td>
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**Academic Integrity:**
Any form of ethical misconduct, both academic and professional, will not be tolerated. Students are responsible for knowing the requirements of the Academic Misconduct Code and the Engineering Code of Ethics.

**Reasonable Accommodation Policy:**
Any student in this course who has a disability that may prevent him/her from fully demonstrating his/her abilities should contact the Faculty Coordinator as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities.

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