## Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee
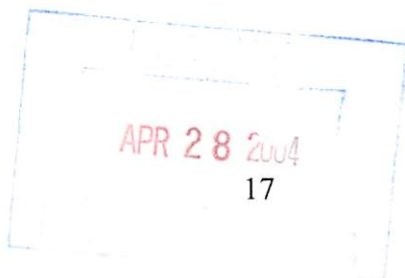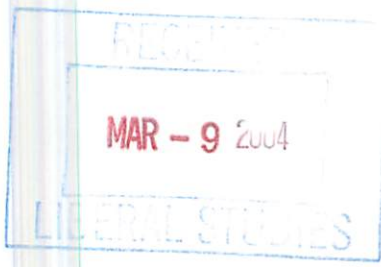
| Contact Person | Email Address |
|---|---|
| LeAnn Wilkie | wilkie@iup.edu |
| Proposing Department/Unit | Phone |
| Technology Support and Training | 7-3003 |

**Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.**

1. **Course Proposals (check all that apply)**
   _X_ New Course     _____ Course Prefix Change     _____ Course Deletion
   _____ Course Revision     _____ Course Number and/or Title Change     _____ Catalog Description Change

|  | BTED 293 Practicum: Computer and Information Technology |
|---|---|
| *Current Course prefix, number and full title* | *Proposed course prefix, number and full title, if changing* |

2. **Additional Course Designations: check if appropriate**
   _____ This course is also proposed as a Liberal Studies Course.     _____ Other: (e.g., Women's Studies,
   _____ This course is also proposed as an Honors College Course.     Pan-African)

3. **Program Proposals**
   _____ Catalog Description Change     _X_ Program Revision
   _____ New Degree Program     _____ Program Title Change     _____ Other
   _____ New Minor Program     _____ New Track

|  |  |
|---|---|
| *Current program name* | *Proposed program name, if changing* |

4. **Approvals**

| | | Date |
|---|---|---|
| Department Curriculum Committee Chair(s) | LeAnn Wilkie | 2-11-04 |
| | Melissa D. Denardo | 2-12-04 |
| Department Chair(s) | Linda Syul | 2-12-04 |
| College Curriculum Committee Chair | (signature) | 3-03-04 |
| College Dean | R Camp | 3/3/04 |
| Director of Liberal Studies * | | |
| Director of Honors College * | | |
| Provost * | | |
| Additional signatures as appropriate: (include title) | | |
| UWUCC Co-Chairs | Gail Sechrist | 3-23-04 |

* where applicable

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## I. Catalog Description.

**BTED 293  Practicum:  Computer and Information Technology (CIT)**     3 class hours
0 lab hours
3 credit hours
(3c-0l-3cr)

Prerequisites:  Completion of 45 credits, to include all specialty and business core courses of the CIT major; 2.5 QPA overall and 2.75 QPA in the CIT program; and approvals of the CIT practicum coordinator, department chair, and academic dean.

*Practicum: Computer and Information Technology* (CIT) serves as a culminating experience for CIT majors.  It is a supervised work experience with an approved agency (business, industry, or government) designed to combine classroom theories and skills with job-related experiences.  Students work cooperatively with the CIT practicum coordinator and business agency representative to identify the appropriate work site and job responsibilities.  A journal of experiences, periodic written reports, and a final written report are the expected product..

## II. Course Objectives

As a result of completing the *Practicum: CIT*, students will gain on-the-job experience that utilizes a variety of textbook and classroom learning.  Students will

- Understand the role of the CIT specialist in the office environment.
- Identify professional growth channels within the business work place.
- Understand the variety of computer applications required in the workplace as well as the extent that computer technology is used in business.
- Communicate by a variety of oral, written, and electronic means with business constituents.
- Interact with business employees and business clients/customers in a professional manner.

## III. Course Outline

Students will complete 120 hours on the job over a course of time not to exceed 14 weeks.  The work may include a variety of responsibilities, including written communication; business mathematics; computer software applications, (word processing, spread sheet, database, or presentation); Internet or multimedia applications; accounting procedures, or other responsibilities applicable to the major coursework of the CIT program.  Program-relevant objectives and job duties will be collaboratively determined by the practicum coordinator, agency business representative, and the student.

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## IV. **Evaluation Methods**

Work quality will be jointly assessed by an agency supervisor and the practicum coordinator according to work objectives established prior to the beginning of the practicum. Work responsibilities are collaboratively developed by the agency representative, the student, and the practicum coordinator. A rating form will be used for the joint assessment (see attached).

In addition, the student will keep a daily journal of work experiences, complete two written interim reports and one final report. Grades and weights of the evaluations methods are as follows:

| | |
|---|---|
| Practicum Coordinator-Business Representative weekly assessment of student performance | 30% of final grade |
| Daily journal | 25% of final grade |
| Two Interim reports | 20% of final grade |
| Final report | 25% of final grade |

A = 90% or better of the overall requirements met
B = 80% or better of the overall requirements met
C = 70% or better of the overall requirements met
D = 60% or better of the overall requirements met
F = less than 60% of the overall requirements are satisfactorily met


## IV. **Textbooks, Supplemental Books and Readings**

None are required.


## V. **Special Resource Requirements**

None


## VI. **Bibliography**

N/A

# Course Analysis Questionnaire

## Section A: Details of the Course

**A1** This course will be an elective for the Business, Computer, and Information Technology Associate Degree students. Through the practicum, students gain relevant on-the-job experience as they apply skills and principles taught in the required coursework for the major.

**A2** This course does not require changes in the content of existing courses or programs of the department. The course will serve as an advisor-approved elective, for which 3 credits in the program already exist.

**A3** The course has been offered at IUP as a special topics course. It is modeled after internships of other programs, including the Business and Technology Support Internship offered by the department of Technology Support and Training.

**A4** The course is not a dual-level course.

**A5** The course is not to be taken for variable credit.

**A6** IUP and other higher education institutions offer internship programs, which allow students to gain first-hand business experience based on in-class learning. Because the course is for two-year associate degree students, rather than four-year students, it is called a practicum rather than an internship.

**A7** Completion of an internship by students of business programs is recommended by the AACSB accrediting authority for schools of business. The on-the-job applications of class learning cannot be incorporated in regular class hours. A separate credit-earning experience within an approved agency (business, industry, or government) is needed for students to concentrate on the actual business application of principles and skills.

## Section B  Interdisciplinary Implications

**B1** The practicum will be supervised by one instructor.

**B2** The practicum will serve as the student's opportunity to apply classroom learning of courses required in the CIT program. Courses required are taught by a variety of departments. However, the student's on-site, agency application of classroom learning will not pose any conflict with other departments or the courses they offer. The course does not overlap with any other courses at the University.

**B3** Students of the School of Continuing Education, who are also CIT majors, will be given the same opportunity to complete the CIT practicum as students who are not of the School of Continuing Education. The course does not require seats or classroom resources.

## Section C:  Implementation

**C1** Faculty resources are adequate.  A faculty member of the department is already designated to supervise internship experiences and does so for the 4-year program in Technology Support and Training.

**C2** Resources are adequate.

**C3** No resources for this practicum are funded by a grant.

**C4** Between 5 to 10 students each academic year may be expected to complete a CIT practicum experience.  The experience has no semester or seasonal restriction.  Students may enroll in the practicum at any regularly scheduled semester enrollment time.

**C5** One section of the course will be offered each semester.  Each student will complete the practicum in the field.  Practicum sites are expected to vary from student to student.

**C6** Only 3 to 5 students in any one semester are expected to complete a CIT practicum.  The number, however, is not limited by the availability of any resource.

**C7** To the department's knowledge, no professional society recommends enrollment limits or parameters for a course of this nature.


## Section D: Miscellaneous

No additional information is necessary.

# BTED 293   Practicum:

# Computer and Information Technology (CIT)

# <u>Work Evaluation Form</u>

**Technology Support and Training Department**
**Indiana University of Pennsylvania**

_____     _____  _____

Name of Practicum Student                         Date          Name of Agency

## I. Practicum Performance

| Objectives/ Observations* | Out-standing | Excellent | Above Average | Average | Below Average | Unsatis. | Not Observed |
|---|---|---|---|---|---|---|---|
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*Specific objectives will be collaboratively determined by the practicum coordinator, the agency business representative, and the student.