STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

American Public University System
The Ultimate Advantage is an Educated Mind

School of Science and Technology
Information Technology Department
INFO399: Information Technology Practicum
Credit Hours 3
Length of Course 8 weeks
Prerequisite(s): None

Table of Contents

<table>
<thead>
<tr>
<th>Instructor Information</th>
<th>Evaluation Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Description</td>
<td>Grading Scale</td>
</tr>
<tr>
<td>Course Scope</td>
<td>Course Outline</td>
</tr>
<tr>
<td>Course Objectives</td>
<td>Policies</td>
</tr>
<tr>
<td>Course Delivery Method</td>
<td>Academic Services</td>
</tr>
<tr>
<td>Resources</td>
<td>Selected Bibliography</td>
</tr>
</tbody>
</table>

Course Description (Catalog)

The field of Information Technology (IT) is multi-faceted; it includes technology areas such as database development, web based applications, business intelligence, visual communications, data analysis, software development, network security, cybercrime, digital forensics, security auditing, security certification, service delivery, and governance. The IT industry requires credentialed professionals that are academically sound and that have the ability to complete real world IT projects.

This course provides an opportunity to integrate academic rigor with real world experience; to apply theory to solve real world problems, to make the learning experiential, to facilitate project-based learning, and to integrate scholarship with practice.

This course is a supervised practicum; students must submit project plans and obtain Faculty member approval prior to beginning any work on the project. The requirements of the project plan will be provided in the syllabus; it should include the project sponsor, manager, scope, objectives, methodology, progress reporting, deliverables, and schedules. The student must also submit progress reports and a final report that includes an acceptance sign-off from the project sponsor. The Faculty member also has to approve the completed project in order for the student to earn a successful grade in this class. The student is responsible to have access to all the necessary software, documents, and other materials necessary to fulfill the requirements of this course.

Table of Contents
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Course Scope

Information Technology is a practical discipline much like the world of medicine. It is not enough to discuss software applications; one must be also able to produce it. This course allows students to utilize the principles learned in other classes to develop software applications for other clients. This course provides the opportunity to demonstrate the practicum experience.

Please note: This is not a capstone course for any of the IT degree programs; each program has its own distinct capstone course. This course provides an opportunity to integrate academic rigor with real world experience and to apply theory to solve real world problems.

This practicum enables student to: (a) rise above individual courses to reach a comprehensive understanding of theory and first principles in their respective academic discipline; (b) use the knowledge gained in individual courses as the foundation from which such comprehensive understanding is reached; (c) apply the knowledge to design, develop, and deploy real world applications in order to obtain real life experience in their area of concentration to integrate theory and practice; and (d) reflect upon their experience in the completion of a reflection paper.

Table of Contents

Course Objectives

The successful student will fulfill the following learning objectives:

1. Compose a project summary in order to successfully solicit a sponsor and manager
2. Create a project plan in order to obtain Faculty member approval
3. Evaluate customer requirements
4. Analyze and apply theoretical concepts to synthesize and design the solution
5. Execute the practicum project (must be at least 135 hours)
6. Appraise the project experience in order to obtain sponsor acceptance signoff
7. Critique the project, assess the deliverables, perform reflective analysis, and summarize findings in a final report

Table of Contents

Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Resources and access to an online learning management system will be made available to each student. Online assignments are due by the last day of each week. Assigned faculty will support the students throughout this eight-week course.

Table of Contents

Resources

There are no required textbooks for this course. However, all students are encouraged to review textbooks and supplemental materials used in various Information Technology courses.
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Evaluation Procedures

Readings, Assignments and Classroom Participation
This course requires disciplined independent practice and individual completion of assignments. Although Distance Learning provides you with a flexible schedule to meet your professional, personal, and academic responsibilities, you are expected to follow the student course guide and submit assignments on time and on schedule. All accepted late weekly assignments will lose 10 points. All work must be submitted by the end of the class session. No assignments will be accepted after the class end date.

Original Work
All work submitted must be original work. Incidents of academic dishonesty will result in you failing the assignment, and repeat incidents will result in failing the course. I check assignments regularly for incidents of academic dishonesty. Please read and understand the University policy on academic dishonesty. You must credit your sources and provide the appropriate references on your assignments.

Standards for Written Work
Written communications is an essential tool for any professional. As with any skill, writing well is the result of practice followed by feedback, and the use of relevant and appropriate sources. Therefore, the quality of writing is graded as part of every written assignment. Below are the grading criteria for each written assignment in this class.

Content & Development 50%
- All key elements of the assignment are covered in a substantive way.
- Content is comprehensive, accurate, and/or persuasive.
- Major points are stated clearly, are supported by specific details, examples, or analysis, and are organized logically.
- Where appropriate, the paper supports major points with theory relevant to the development of the ideas, and uses the vocabulary of the theory correctly.
- Theory and practice are integrated, whereby the writer is able to link theories to practical experience (i.e., application to a real-world work setting).
- Research is adequate and timely for the topic.
- The context and purpose of the writing is clear (e.g., critique, research, sample memo, and business plan).

Organization 20%
- The structure of the paper is clear and easy to follow.
- The paper's organization emphasizes the central theme or purpose and is directed toward the appropriate audience.
- Ideas flow in a logical sequence.
- The introduction provides sufficient background on the topic and previews major points.
- Paragraph transitions are logical and reinforce the flow of thought throughout the paper.
- The conclusion is logical and flows from the body of the paper.
- The conclusion reviews the major points.

Format 10%
- The paper, including citations and the reference page.
- The paper is laid out effectively and uses reader-friendly aids (e.g., sections, summaries, table of contents, indices, and appendices), when appropriate.
- The paper utilizes references appropriately.
- Features such as headings and italics aid in the readability of the paper and are not overused.
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

- The paper is neat, with attention given to format requirements.

**Grammar, Punctuation, & Spelling 15%**
- Rules of grammar, usage, and punctuation are followed.
- Spelling is correct.

**Readability & Style 5%**
- Sentences are complete, clear, and concise.
- Sentences are well constructed, with consistently strong, varied structure.
- Sentence transitions reinforce the flow of thought.
- Words used are precise and unambiguous.
- The tone is appropriate to the content and assignment.

**Late Assignments**
Assignments are due by 11:59PM EST on the designated due date. Failure to submit your assignment in time will result in reduction of a letter grade for each day the assignment is late. If you are aware that you will need additional time on an occasional assignment due to life and work situations please contact the professor at least 72 hours to one week before the due date.

Please do not email your assignments to my email account. **Assignments must be posted in class.** Although it is always nice to hear from students, it is not necessary to send email to inform me you have posted your assignments. Instead, please check the “Submitted for Grading” checkbox when submitting your assignment. Email me of any concerns or issues on the assignments. Submit all assignments to your student folder, and make sure you select the correct assignment association. If you do not make the assignment association when submitting your files, your profile will not reflect your efforts in class. Contact technical support if you have problems submitting your files.

Each week for this class starts at midnight on Sunday and ends at midnight on the following Sunday. So, assignments are considered late on Monday of following that week. All assignments must be submitted by the course end date. Our courses end on the Sunday of the last week and all assignments must be submitted by that date.

**Course Requirements Summary**
Your final grade will be based on the following course requirements and percentages:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forum</td>
<td>3</td>
<td>100</td>
</tr>
<tr>
<td>Project Summary</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Project Plan</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Project Status Reports (weeks 2 thru 7)</td>
<td>18</td>
<td>100 each</td>
</tr>
<tr>
<td>Project Completion - Sponsor signoff</td>
<td>49</td>
<td>100</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
<td></td>
</tr>
</tbody>
</table>

PROJECT SUMMARY: must include the project title, project sponsor (name and address of the specific department within the organization), manager within sponsor organization (name and contact...
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

information), the scope of work to be accomplished, the project objectives, and the methodology to be used in the completion of the project, and the deliverables.

PROJECT PLAN: must include the project title, project sponsor (name and address of the specific department within the organization), manager within sponsor organization (name and contact information), the tasks, the timelines, the roles and responsibilities, the deliverables, and acceptance criteria.

PROJECT PROGRESS REPORT: must include (i) the progress on the tasks from the project plan, (ii) the work planned for the following week, (iii) issues to be resolved, and (iv) the hours expended for that week and cumulative since the start of this class.

PROJECT COMPLETION - SPONSOR SIGNOFF: must include (i) the project title, (ii) the student ID and name, (iii) the total hours expended by the student in this project, and (iv) a statement of satisfactory completion of each of the deliverables in the project by the student.

REFLECTION PAPER: must be at least 5 pages long. This paper is an assessment of the critical thinking related to this performance of this project. The student must evaluate all aspects of the project, the project phases, processes, timelines, deliverables, performance, customer satisfaction, communications, opportunities, and challenges. The student can also provide critical analysis of risk assessment and risk mitigation. This paper would also be a great place to offer suggestions for improvement of processes, deliverables, communications, etc.

Please click on the picture below to view the dean's video introduction to this class.

Please refer to the student handbook for the University's grading scale

### Course Outline

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
<th>Learning Objective(s)</th>
<th>Assignment(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Practicum Initiation</td>
<td>1, 2, 3, 4</td>
<td>• Project Summary &lt;br&gt; • Project Plan &lt;br&gt; • Forum: Welcome &amp; Introduction – to be submitted no later than Midnight Saturday of Week 1</td>
</tr>
<tr>
<td>2</td>
<td>Practicum Performance</td>
<td>3, 4, 5</td>
<td>• Project Status Report</td>
</tr>
<tr>
<td>3</td>
<td>Practicum Performance</td>
<td>3, 4, 5</td>
<td>• Project Status Report</td>
</tr>
<tr>
<td>4</td>
<td>Practicum Performance</td>
<td>3, 4, 5</td>
<td>• Project Status Report</td>
</tr>
<tr>
<td>5</td>
<td>Practicum Performance</td>
<td>3, 4, 5</td>
<td>• Project Status Report</td>
</tr>
<tr>
<td>6</td>
<td>Practicum Performance</td>
<td>3, 4, 5</td>
<td>• Project Status Report</td>
</tr>
</tbody>
</table>
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

<table>
<thead>
<tr>
<th>7</th>
<th>Practicum Performance</th>
<th>3, 4, 5</th>
<th>• Project Status Report</th>
</tr>
</thead>
</table>
| 8  | Practicum Completion  | 3, 4, 5, 6, 7 | • Project Status Report  
|    |                       |        | • Project Completion – User Signoff  
|    |                       |        | • Reflection Paper       |

Table of Contents

Policies

PLEASE REFER TO THE STUDENT HANDBOOK FOR ALL POLICIES (INCLUDING EXTENSIONS).

ACADEMIC DISHONESTY: PLAGIARISM AND CHEATING
The University System supports and promotes academic honesty and personal integrity. Cheating can take the following forms:

- Submitting another person's work
- Writing a paper for someone else
- Working in a group effort without faculty consent
- Buying a paper from a research service
- Getting outside help or giving outside help without a teacher's expressed permission
- Submitting the same work for credit without approval (e.g. submitting the same assignment twice for different courses)

Any incidence of plagiarism or cheating in this class will result in zero points on the assignment and may lead to automatic failure of this class. As the culminating graduate class in a master's programs students are expected to understand and have achieved a graduate level of competence in understanding these guidelines and expectations.

The Web & Plagiarism Note: The Web has made it quite easy to copy and insert materials into a paper. Students must be careful to properly attribute materials found on the Web. In a collegiate setting, attribution typically relies on a formal academic style manual for its citation models (See Citation and Reference Style). For this class we will use APA writing style such models describe how to append footnotes and endnotes, when:

- Quoting another’s exact words, you are obviously expected to name the author and place the words in quotation marks or in indented text blocks. The citation number is placed immediately at the end of the quotation.
- Acknowledging background sources to your own descriptions--. The citation number is normally placed at the end of the paragraph.

Note: The University offers tools in its Online Library Research Center to help you analyze your papers for possible plagiarism violations and for instructors to uncover such activities.

WRITING EXPECTATIONS
All written submissions should be submitted in a font and page set-up that is readable and neat. It is recommended that students adhere to a consistent format, which is described below.

STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

- Typewritten in double-spaced format with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).
- Arial or Times New Roman font; 11 or 12-point size
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation being made for special situations and online submission variances.

CITATION AND REFERENCE STYLE
Assignments completed in a narrative essay or composition format must follow APA guidelines. This course will require students to use the citation and reference style established by the American Psychological Association (APA), in which case students should follow the guidelines set forth in Publication Manual of the American Psychological Association (6th ed.). (2009). Washington, D.C.: American Psychological Association.

DISCLAIMER STATEMENT
Course content may vary from the outline to meet the needs of this particular group.

TABLE OF CONTENTS

Academic Services

ONLINE LIBRARY RESEARCH CENTER & LEARNING RESOURCES
The Online Library Resource Center is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Center provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to orc@apus.edu.

- **Charles Town Library and Inter Library Loan:** The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books:** You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals:** The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Turnitin.com:** Turnitin.com is a tool to improve student research skills that also detect plagiarism. Turnitin.com provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students’ papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students.
- **Smarthinking:** Students have access to 10 free hours of tutoring service per year through Smarthinking. Tutoring is available in the following subjects: math (basic math through advanced calculus), science (biology, chemistry, and physics), accounting, statistics, economics, Spanish, writing, grammar, and more. Additional information is located in the Online Research Center. From the ORC home page, click on either the “Writing Center” or “Tutoring Center” and then click “Smarthinking.” All login information is available.

Selected Bibliography

Please consult textbooks used in your core and required courses in your program of study.
STUDENT WARNING: This course syllabus is from a previous semester archive and serves only as a preparatory reference. Please use this syllabus as a reference only until the professor opens the classroom and you have access to the updated course syllabus. Please do NOT purchase any books or start any work based on this syllabus; this syllabus may NOT be the one that your individual instructor uses for a course that has not yet started. If you need to verify course textbooks, please refer to the online course description through your student portal. This syllabus is proprietary material of APUS.

Table of Contents