QFO-AP-FI-MO02	اسم النموذج: Course Syllabus	جامعة فيلادلفيا
رقم الاصدار : (Revision) 1	الجهة المصدرة: كلية تكنولوجيا المعلومات	
التاريخ :2017/11/05		**Philadelphia University**
عدد صفحات النموذج:	الجهة المدققة: عمادة التطوير والجودة	

Course Title: **Practical Training**	Course code: 750398
Course Level: 3	Course prerequisite(s) and/or corequisite(s): Dept. agreement
Lecture Time:	Credit hours: 3

Academic Staff Specifics

Name	Rank	Office Number and Location	Office Hours	E-mail Address

Course Description:
This module is implanted according to the Faculty regulations. It requires training supervisor.

Course Objectives:
The main aim of this module is that students will have practice in different industrial, commercial, administrative enterprises or companies. By this module, students may apply, in the real world, what they have learned during the first three years of their study in the University. The module also aims to teach students how to be self-confident when they face problems in their practical life.

Regulations for Training (QPR-AP-FI-TR01):
1- Students must be full-time trainees for at least 2 days per week.
2- Students who take this module should arrange their timetable for other modules in a way that enables them to enroll in the pre-specified enterprise or company at least two days per week during the semester period.
3- The student has to get an official letter from the Faculty requesting a placement, and the Faculty provides a standard document that the placement provider could use to confirm that appropriate opportunities would be available to the student.
4- There is an academic supervisor for any trainee from the department in addition to the supervisor from the placement provider.
5- Student should submit a report at the end of the training period.
6- At the end of the training period some forms have been used to assess student by supervisor from the placement provider and an academic supervisor,
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Text book:

Teaching Methods:
Training duration: at least 9 weeks (18 training hours per week at least).

Learning Outcomes:
The Competences Required in Computer Science (BSc program) - Micro Level
A- Knowledge & Understanding.
- A2) Know & understand a wide range of principles and tools available to the software developer, such as design methodologies, choice of algorithm, language, software libraries and user interface technique.
- A3) Understand the principles of various current applications and research areas of the subject including Intelligent Systems, databases, software engineering, networks, and distributed systems.
- A4) Know & understand a wide range of software and hardware used in development of computer systems.
- A5) Know & understand the professional and ethical responsibilities of the practising computer professional including understanding the need for quality, security, and computer ethics.

B- Intellectual Skills.
- B1) Analyse a wide range of problems and provide solutions through suitable algorithms, structures, diagrams, and other appropriate methods.
- B2) Design and implement a software system of significant size.
- B3) Identify a range of solutions and critically evaluate and justify proposed design solutions.

C- Practical Skills.
- C1) Plan and undertake a major individual / group project in the areas of computer science.
- C2) Prepare and deliver coherent and structured verbal and written technical reports.
- C4) Use the scientific literature effectively and make discriminating use of Web resources.
- C5) Design, write, and debug computer programs in appropriate languages.
- C6) Use appropriate computer-based design support tools.

D-Transferable Skills and Personal Qualities.
- D2) Use IT skills and display mature computer literacy.
- D3) Work effectively with and for others.
- D4)Strike the balance between self-reliance and seeking help when necessary in new situations.
- D5) Display personal responsibility by working to multiple deadlines in complex activities.
- D6) Employ discrete and continuous mathematical skills as appropriate.

Learning outcomes achievement
- Development: A2, A3, A4, A5: are developed through the lectures and laboratory sessions.
  B1, B2, B3, C1, C5: are developed through Tutorials and Lab sessions.
- Assessment   : C2, C5 and are assessed through Practical Works and writing technical report.
  C1, C2, C4, C5, C6, D2, D3, D4, D5, D6 are assessed through Homework Exam.

Assessment Instruments

Allocation of Marks	
Assessment Instruments	**Mark**
First examination	**20%**
Second examination	**20%**
Technical Evaluation (questioner), assess by supervisor from the placement provider. **Form4 (QFO-AP-FI-TR04)**	**10%**
Technical report, assess by academic supervisor.	**10%**
Final Exam (written unseen exam)	**40 %**
Total	**100%**

Course/Module Academic Calendar

Week	Basic and support material to be covered	Forms
(1)	Define project responsibilities.	Form1 (QFO-AP-FI-TR01).
(2)	Introduction to company and policies.	-
(3)	Introduction to project and related documents.	-
(4)	Define tasks to work on.	**Form2** (QFO-AP-FI-TR02)
(5)-(6) **First Exam**	Working on tasks under supervisor from the placement provider. .	-
(7)	Evaluating tasks.	
(8)	Solving discovered problems.	-
(9)-(13) **Second Exam**	Repeat (Week5-Week8) for other tasks.	-
(14)	Assess student by supervisor from the placement provider. .	**Form3** (QFO-AP-FI-TR03) and **Form4** (QFO-AP-FI-TR04).
(15)-(16) **Final Exam**	Discusses the technical report by academic supervisor	**Form5** (QFO-AP-FI-TR05).

Documentation and academic honesty

Submit your technical report covered with a sheet containing your name, number, course title and number to your training supervisor.

- **Protection by Copyright**
1. Coursework, laboratory exercises, reports, and essays submitted for assessment must be your own work, unless in the case of group projects a joint effort is expected and is indicated as such.
2. Use of quotations or data from the work of others is entirely acceptable, and is often very valuable provided that the source of the quotation or data is given. Failure to provide a source or put quotation marks around material that is taken from elsewhere gives the appearance that the comments are ostensibly your own. When quoting word-for-word from the work of another person quotation marks or indenting (setting the quotation in from the margin) must be used and the source of the quoted material must be acknowledged.
3. Sources of quotations used should be listed in full in a bibliography at the end of your piece of work.

- **Avoiding plagiarism**.
1. Unacknowledged direct copying from the work of another person, or the close paraphrasing of somebody else's work, is called plagiarism and is a serious offence, equated with cheating in examinations. This applies to copying both from other students' work and from published sources such as books, reports or journal articles.
2. Paraphrasing, when the original statement is still identifiable and has no acknowledgement, is plagiarism. A close paraphrase of another person's work must have an acknowledgement to the source. It is not acceptable for you to put together unacknowledged passages from the same or from different sources linking these together with a few words or sentences of your own and changing a few words from the original text: this is regarded as over-dependence on other sources, which is a form of plagiarism.
3. Direct quotations from an earlier piece of your own work, if not attributed, suggest that your work is original, when in fact it is not. The direct copying of one's own writings qualifies as plagiarism if the fact that the work has been or is to be presented elsewhere is not acknowledged.
4. Plagiarism is a serious offence and will always result in imposition of a penalty. In deciding upon the penalty the Department will take into account factors such as the year of study, the extent and proportion of the work that has been plagiarized, and the apparent intent of the student. The penalties that can be imposed range from a minimum of a zero mark for the work (without allowing resubmission) through caution to disciplinary measures (such as suspension or expulsion).

Attendance policy:

Absence from training hours shall not exceed 15%. Students who exceed the 15% limit without a medical or emergency excuse acceptable to and approved by the Dean of the relevant college/faculty shall not be allowed to pass the course and shall receive a "fail" grade. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.

Module References

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Web Material