PELLISSIPPI STATE TECHNICAL COMMUNITY COLLEGE
MASTER SYLLABUS

HPC PRACTICUM
HPC 2950

Class Hours: 0.0
Credit Hours: 3.0

Lab Hours: 9.0
Revised: Fall 04

NOTE: This course is not designed for transfer credit.

Catalog Course Description:

Supervised work experience. Individual conferences are arranged instead of class attendance.

Entry Level Standards:

College level reading and math skills; keyboarding skills of at least 20 wpm; knowledge and experience working in the Linux operating system and the parallel computing environment.

Prerequisites:

Successful completion of all HPC course work through the third semester; or consent of instructor.

Textbook(s) and Other Course Materials:

No textbook required.

I. Week/Unit/Topic Basis: (See Evaluation)

II. Course Objectives*:

A. Demonstrate a working knowledge of required networking systems. III, V, VI, VII, IX

B. Exhibit ability to work in a professional environment effectively (i.e., promptness, reliability). II, IV, VIII, IX, X, XII

C. Show good communication skills in working with professionals in a true working environment. I, III, X

D. Represent PSTCC, HPC and self as an employable, professional adult. III, X

*Roman numerals after course objectives reference goals of the HPC program.

III. Instructional Processes*:

Students will:

1. Provide the employer with the expected work ethic, knowledge and skills expected of an entry-level HPC or support technician. Technological Literacy, Transition Strategy, Active Learning

*Strategies and outcomes listed after instructional processes reference TBR’s goals for strengthening general education knowledge and skills, connecting coursework to experiences beyond the classroom, and encouraging students to take active and responsible roles in the educational process.

IV. Expectations for Student Performance*:

Upon successful completion of this course, the student should be able to:
1. Gain valuable work experience in an information systems workplace. A, B, C, D
2. Obtain exposure to prominent information technology professionals in our area. A, B, C, D
3. Secure an edge on the job market by gaining actual work experience. A, B, C, D
4. Increase knowledge, experience and self-confidence. A, B, C, D
5. Communicate regularly and effectively with team/co-workers and supervisors to ensure timely and accurate completion of work and to establish good human relationships. B, C, D

*Letters after performance expectations reference the course objectives listed above.

V. Evaluation:

A. Testing Procedures:

N/A

B. Laboratory Expectations:

N/A

C. Field Work:

N/A

D. Other Evaluation Methods:

1. The grade for this course is pass/no-pass. To pass the intern must: pass the evaluations by the employer and Coordinator, verify completion of the 240 hours, turn in the student evaluation form, and turn in an up-dated resume and placement file.
2. Prior to enrollment in the course and the beginning of the term, an application must be completed and approved by the Internship Coordinator. The intern is also responsible for scheduling an initial interview with the Internship Coordinator and completing additional application paperwork. Conferences with the Internship Coordinator may be scheduled at any time during the semester on an “as needed” basis. However, regular communication by email or phone throughout the internship with the Coordinator is required.
3. The intern will submit pertinent employer information [such as supervisor’s name, title, phone, fax] along with the Agreement form, within the first two weeks of the term; assure that all deadlines are being met throughout the internship.
4. The intern will work a minimum of 240 hours during the semester. Before these hours are completed, the intern will arrange with the Coordinator of HPC Internships a site visit to see where the intern has worked, what equipment has been used, and go over any projects done by the intern.
5. The intern's supervisor from the workplace will fill out an evaluation form rating his/her work during the semester. The intern will also complete an evaluation of the internship experience. These forms will be provided and should be returned to the Coordinator of Internships.
6. Hours must be verified by the employer using either (1) time sheets signed by both the student and the supervisor or (2) copies of official pay stubs that show hours. The internship requires the 240 hours be completed with one employer. The verification of hours will be submitted to the Coordinator of HPC Internships.

VI. Policies:

A. Attendance Policy:
Pellissippi State Technical Community College expects students to attend all scheduled instructional activities. As a minimum, students in all courses must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course (Pellissippi State Catalog).

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices: Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments. In addition to other possible disciplinary sanctions that may be imposed as a result of academic misconduct, the instructor has the authority to assign either (1) an F or zero for the assignment or (2) an F for the course.

C. Accommodations for disabilities:

If you need accommodation because of a disability, if you have emergency medical information to share, or if you need special arrangements in case the building must be evacuated, please inform the instructor immediately. Privately after class or in the instructor’s office. To request accommodations students must register with Services for Students with Disabilities: Goins 127 or 131, Phone: (865) 539-7153 or (865) 694-6751 Voice/TDD.

C. Use of Equipment:

Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring, or unauthorized use of property/equipment belonging to Pellissippi State is subject to disciplinary sanction.