PJM495: Project Management Practicum

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly course work, as well as your study style and preferences. You should plan to spend 10-25 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Course Description and Outcomes

Course Description:

This course is designed for students who participate in a project management capacity on the staff of an organization that manages and implements project work, as an opportunity to demonstrate program outcomes learned in the Bachelor of Science in Project Management program under the supervision of both faculty and organization personnel. Assignments are designed to combine theory and professional practice and include weekly journals; a midterm conference with the instructor, faculty internship coordinator, and on-site supervisor; and a final report.

Course Overview:

PJM495 Practicum provides students with practical project management experience. Each student will work under the direct supervision of a master’s-level professional at the organization that serves as practicum site. The purpose of the practicum is for students to apply and integrate what they have learned during their core courses in the Bachelor of Science in Project Management program. Students will be required to participate in discussions and assignments for the course while assuming an active role in the workplace, working with professionals involved in projects in a variety of capacities. These professionals may be, for example, upper-level managers, project team members, sponsors, stakeholders, project managers, and/or others engaged in projects to demonstrate program-related knowledge and skills. A minimum of 80 hours of practicum fieldwork must be completed during the eight weeks of the course.

Course Learning Outcomes:

1. Apply, evaluate, and integrate academic knowledge in the workplace.
2. Develop and expand self-knowledge and understanding of abilities; reflect on adjustments and growth.
3. Collect, integrate, and apply regular feedback from field supervisor, coordinator, and instructor.
4. Actively engage the evaluation processes.
5. Develop new ideas and perspectives about the workplace and career opportunities.
6. Implement problem-solving and decision-making in a workplace.
7. Observe and analyze the impact of diversity and culture at the workplace site.
8. Evaluate how ethical and legal policies and practices play out in the organizational environment.

Participation & Attendance

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

Note that when sharing and reflecting on your practicum experience with classmates, carefully consider professional ethics and do not disclose information that is proprietary or provided to you as confidential.

Course Materials

Textbook Information is located in the CSU-Global Booklist on the Student Portal.

Course Schedule

Due Dates
The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- Discussion Boards: The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- Weekly Hours Log: Complete the Weekly Practicum Hours Log on a daily basis and submit the completed form to your instructor by Sunday midnight of every week.
- Midterm and Final Evaluations of Student Performance: Submit to your field supervisor before end of workday on Monday of Weeks 4 and 8, obtain the completed evaluation from the supervisor (via email, cc to your instructor). The completed form is due Sunday at 11:59 p.m. MT.
- Portfolio Project: due Sunday of Week 8 at 11:59 p.m. MT.
- Live Classroom: Although participation is not required, a Live Classroom session is held during Week 5.

<table>
<thead>
<tr>
<th>Week #</th>
<th>Readings</th>
<th>Assignments</th>
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| 1      | CSU-Global Practicum Manual  
Weekly Hours Log (25 points)  
Weekly Reflective Journal (0 points) |
<table>
<thead>
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<th>Module</th>
<th>Required Readings</th>
<th>Discussion (25 points)</th>
<th>Weekly Hours Log (25 points)</th>
<th>Weekly Reflective Journal (0 points)</th>
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<td>Weekly Reflective Journal (0 points)</td>
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Assignment Details

This course includes the following assignments/projects:

Module 1

Weekly Hours Log (25 points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Module 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

Portfolio Project Reminder

A Portfolio Project, which consists of a final reflection on your practicum experience, is due before 11:59 p.m. MT on Sunday of Week 8—the end of the course. This week, be sure to review the Portfolio Project Description and the Portfolio Project grading rubric, which can be accessed from the Module 8 folder.

Module 2

Weekly Hours Log (25 points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is
copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

Module 3

Weekly Hours Log (25 points)

During this week and every week of the course, fill out a copy of the Weekly Practicum/Internship Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

Module 4

Weekly Hours Log (25 points)
During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor, ask her or him to sign the form electronically, and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

**Weekly Reflective Journal (0 Points)**

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

**Midterm Evaluation of Student Performance (75 Points)**

Provide the Midterm Evaluation of Student Performance form to your field supervisor before the end of the workday on Monday of this week and make sure that she or he completes the form and returns it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before 11:59 p.m. MT on Sunday of this week.

Then submit a copy of the completed Midterm Evaluation of Student Performance form from this assignment in the Module 4 folder.

Finally, contact your instructor and field supervisor to schedule a 30-minute to one-hour telephone conference during Week 5 to review and interpret your Midterm Evaluation. See the Midterm Evaluation Conference assignment in the Module 5 folder for details. You are required to arrange the scheduling of this call before the end of the workday on Friday of this week. The instructor may invite the Practicum Coordinator to attend this conference.

**Module 5**

**Weekly Hours Log (25 points)**

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.
Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

**Weekly Reflective Journal (0 Points)**

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

**Midterm Evaluation Conference (75 Points)**

Participate in a 30-minute to one-hour telephone conference with the instructor (who may invite the Practicum Coordinator) to review and interpret your Midterm Evaluation of Student Performance and formulate a strategy to integrate the field supervisor’s feedback during the remainder of the practicum. During this conference, you will also be called upon to demonstrate that you have met the requirements of the practicum during Weeks 1-4 as specified in the Learning Agreement.

You should have scheduled this call during Week 4.

**Module 6**

**Weekly Hours Log (25 points)**

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

**Weekly Reflective Journal (0 Points)**

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you
will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

Module 7

Weekly Hours Log (25 points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor's email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.

Weekly Reflective Journal (0 Points)

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

Module 8

Weekly Hours Log (25 points)

During this week and every week of the course, fill out a copy of the Weekly Practicum Hours Log on a daily basis, recording and describing all the hours that you spend participating in service practice in the practicum environment, including time spent meeting with your field supervisor.

Before the end of the workday on Friday, submit a copy of the Hours Log to your field supervisor and ask her or him to sign the form electronically and return it to you before the end of the week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation before Sunday of this week.

Submit a completed copy of the Hours Log from the Submissions link in this assignment before midnight on Sunday.

You are required to spend and record 10 hours of service practice in the practicum environment during each of the eight weeks of the course, including one hour meeting with the field supervisor. Note this exception to the 10-hours-per-week minimum: You may work as few as eight hours in any given week so long as you obtain the field supervisor’s approval (certified by his/her submission of a signed Hours Log) and complete the required 80 hours total over the eight weeks of the course.
**Weekly Reflective Journal (0 Points)**

During this and every week of the course, record your observations in the organizational workplace and your reflections on the practicum experience in a Weekly Reflective Journal. You will not be graded on this task, but you will be required to quote, discuss, and cite from your weekly journals as part of the Portfolio Project, which is due at the end of Week 8. (See the Portfolio Project Assignment description and Grading Rubric in the Module 8 folder.)

**Final Evaluation of Student Performance and Instructor Conference (150 Points)**

Before end of day Monday of this week, schedule a 30-minute to one-hour telephone conference with your instructor to discuss the progress you have made since your Midterm Evaluation of Student Performance and your expectations for the Final Evaluation, which is described below. Then follow through and participate in this call before the end of the week.

Provide the Final Evaluation of Student Performance form to your field supervisor by end of workday Monday of this week and make sure that she or he completes the form and returns it to you before 11:59 p.m. MT on Sunday of this week via an email message that is copied to your PJM495 instructor. Accordingly, you will have to provide your instructor’s email address to your field supervisor and make sure he or she returns the completed evaluation by that Sunday deadline.

Then submit a copy of the completed Final Evaluation of Student Performance form from this assignment in the Module 8 folder.

During the telephone conference with the instructor (who may invite the Practicum Coordinator) you will review and evaluate your performance during the eight weeks of practicum in an effort to confirm that you have met the requirements of the practicum during Weeks 5-8, as specified in the Learning Agreement.

**Portfolio Project: Reflection on the Practicum Experience (300 Points)**

Submit a reflection paper in which you summarize and analyze your experiences during the practicum. Your paper should account for each of the following items:

1. **Describe the nature of the work you conducted, your job functions, the population served, and key skills gained as a result of completing your practicum.**
2. **Discuss ethical considerations that came up during your experience and describe how you addressed them in consultation with your field supervisor.**
3. **Explain how the organization ensures cultural competence of its staff.**
4. **Identify and discuss any technological tools used in your practicum experience to support the effective and successful management of projects. If your practicum did not involve the use of any such technology, explain how one or more technical tools could be used by this firm.**
5. **Identify and discuss any international factors in project management that were involved in your practicum experience. If no such factors were specifically involved with your practicum experience, reflect on how one or more international factors could impact this firm.**
6. **Discuss how the practicum/internship experience has shaped your views on working in the project management field.**

Support your reflections and analysis by describing at least two observations and/or experiences in the organizational workplace during the first four weeks of your practicum and two from the final four weeks, based on your weekly reflective journals. Provide the date of each cited event along with direct quotations from your journal.

Your paper should:
Course Policies

Course Grading

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<th>Description</th>
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Grading Scale and Policies

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In-Classroom Policies
For information on late work and incomplete grade policies, please refer to our In-Classroom Student Policies and Guidelines or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity
Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing/repurposing your own work (see CSU-Global Guide to Writing and APA Requirements for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and internet resources.

Citing Sources with APA Style
All students are expected to follow the CSU-Global Guide to Writing and APA Requirements when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions on your course’s Assignments page.

Disability Services Statement
CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette
Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults, or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.