

Carnegie Mellon University

Africa

Spring 2020 Practicum Invitation and Guidelines

Definitions

Practicum - An opportunity in the CMU-Africa curriculum for students to refine and reinforce the skills they have acquired during the first year of their master's degree program. Short-term, real-world projects are sought that can thoroughly exercise these skills in a fixed amount of time. The practicum is 15 weeks in length.

Sponsor / Sponsoring Organization - The Sponsor is the organization that agrees to support a CMU-Africa practicum project. They provide the project definition and necessary resources to complete the project. The Sponsor designates an individual to be the project client for the team.

Team – A group of 3 to 4 CMU-Africa students, who together will work part-time (~20 hours per week per student) on the Sponsor's project. The student team is expected to perform as if they are a contract team that negotiates the scope and details of the project directly with the client.

Client - Sponsor's designated individual who interacts directly with the team. For the initial weeks of the practicum, the client (or client's designee), must be available at least twice a week (remotely is acceptable) to facilitate learning the new application domains, technologies, etc. Thereafter, the Client should be regularly available at least once a week for the remainder of the project.

Practicum Dates and Deadlines

Review date: Nov 1st - if you submit several Practicum ideas on or before this date you will receive feedback from our faculty to help you select the best Practicum proposal or assistance in structuring your Practicum proposal.

Due date: Nov 15th – all Partners interested must submit their Practicum proposals by this date for consideration

Responses to Partners: Nov 21st – CMU will provide you feedback by this date on if your Practicum proposal has been accepted and will provide you with documentation for your organization to review and sign

Partners approved and accepted with EPA signed: Dec 15th – this is the deadline by which Practicum Partners must have executed agreements with CMU for inclusion in the program

Student project bidding: Jan 6th – this is the date when students will be selecting which Practicum proposals they are most interested in

First meeting with students: Jan 14th – this is the kickoff between student teams and CMU faculty to brief students on the Practicum process

Student kickoff with sponsors: on or before Jan 21st – this the deadline for the first official meeting to kick off the Practicum with Partners and student teams

Ongoing development and collaboration: from Jan 21st through May – this is the students and Practicum sponsors working on the scope outlined in the Practicum proposal

Proposal Elements

A Practicum proposal should contain all the following and be submitted in the form at <http://bit.ly/cmupracticum>

1. **Name of the Organization.**
2. **Client Contact Information.** (name, title, phone number, email address) including general availability in terms of time of day and day of week most appropriate for meeting and/or consultations.
3. **Title or Name of Project.** (An item often left out). Please include the name of the project.
4. **Organization Background.** A brief overview of the business for the Practicum Sponsor Organization and the specific department that will be responsible for the conduct of the project.
5. **Project Overview.** Describe the specific problem you are trying to solve, its strategic or operational relevance and the benefits to the organization and its customers including internal groups. Also, describe the scope of the project as you see it, including the core problem, its dependencies, and the role of the team in developing a solution or possibly a part of the larger solution given the time and resources available. The project should have discrete goals rather than simply additional workers on an ongoing project.
6. **Key project outcomes and deliverables.** Please specify the desired outcomes and deliverables of the project.
7. **Technology skills and competencies required** by the student team. Please identify any known technical skills and competencies you believe are required to deliver the desired results and deliverables.
8. **Challenges and Risks.** Briefly outline any serious challenges that you believe exist and as well the risks these challenges can present, e.g. technical, organizational, scheduling, or communication.
9. **Data access and authorization** - does your project require access to any data sets? If so please describe the data that would be used. Do you have the requisite data sets readily available? Do you have authorization to use those data sets in this project?
10. **Preliminary Work Plan.** Please provide a brief overview of the sequence of the various key tasks and desired outcomes. This will assist the student team to develop the SOW.

11. **Educational Project Agreement.** Please provide confirmation that our standard Educational Project Agreement would be approved by your organization on or before Dec. 15th, 2019

12. **Charitable Giving** - There are no costs to sponsors for Master's Practicum projects. However, CMU-Africa does appreciate contributions that will help fund scholarships and run our educational programs. Similar programs from CMU in the US receive significant gifts from sponsors. Does your organization anticipate making a gift to CMU-Africa in the next 12 months?

13. Do you have any supporting files to upload to enable our faculty or staff to better understand your Project Proposal?

Submission and Contact Details

All Practicum Proposals are to be submitted by completing the Google Form here:

<http://bit.ly/cmupracticum>

Thank you for your interest in becoming a Practicum Project Sponsor.

If you have any questions, please email Professor David L. Ross, dross@andrew.cmu.edu