

QFO-AP-VA-008	رمز النموذج :	اسم النموذج : خطة المادة الدراسية	 جامعة فيلادلفيا Philadelphia University
2	رقم الإصدار: (Rev)	الجهة المصدرة: نائب الرئيس للشؤون الأكاديمية	
2021-5-4	تاريخ الإصدار:	الجهة المدققة : اللجنة العليا لضمان الجودة	
4	عدد صفحات النموذج :		

Course Title: : Practical Training			Course code: 0750398			
Course Level: 4			Course prerequisite(s) and/or corequisite(s): 90 hours + department Approval			
Lecture Time:			Credit hours: 3			
	UR ☐	FR ☐	DR ☐	C ☒	E ☐	

Academic Staff Specifics

Name	Rank	Office Number and Location	Office Hours	E-mail Address
Dr. Mohammad Taye	Assistant Professor	7309		mtaye@philadelphia.edu.jo

The Learning Style Used in Teaching the Course

The Learning Style			
Blended Learning	☐		
Electronic Learning	☐		
Face-to-Face Learning	☒		
Face-to-Face	Electronic	Blended	Percentage
100%	-	-	

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.

Teaching Methods

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

Learning outcomes:

A- Knowledge and Understanding.

Intended Learning Outcomes (ILOs): Following the successful culmination of this course, students will possess the capability to ...

Possessing knowledge and comprehension, along with the capacity to:

A1) recognize 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.

A1) Recognize the professional and ethical responsibilities of the practicing 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.

C- Practical Skills.

C1) Design, write, and debug computer programs in appropriate languages.

C2) Use appropriate computer-based design support tools

D- Transferable Skills and Personal Qualities.

D1) Work effectively with and for others.

D2) Display personal responsibility by working to multiple deadlines in complex activities.

Learning outcomes achievement:

A1, A2, B1, C1, C2, D1 and D2 are achieved and assessed by report and monitoring

Assessment instruments

- Short reports and/ or presentations, and Short research projects

<u>Allocation of Marks</u>	
Assessment Instruments	Mark
Technical Evaluation (questioner), assess by supervisor from the placement provider.	30
Technical Evaluation (questioner), assess by supervisor from the placement provider. Form4 (QFO-AP-FI-TR04)	30
Technical report, assess by academic supervisor.	40
Total	100

Documentation and academic honesty

- Documentation style (with illustrative examples)
- Protection by copyright
- Avoiding plagiarism.

Documentation and academic honesty

- Documentation style (with illustrative examples)
 - Practical works reports must be presented according to the style specified in the homework and practical work guide
- Protection by copyright
- Avoiding plagiarism
 - Any stated plagiarism leads to an academic penalty

The assignments that have work to be assessed will be given to the students in separate documents including the due date and appropriate reading material.

Documentation and Academic Honesty

Submit your homework covered with a sheet containing your name, number, course title and number, and type and number of the home work (e.g. assignment, and project).

Any completed homework must be handed in the class on the due date. After the deadline “zero” will be awarded. You must keep a duplicate copy of your work because it may be needed while the original is being marked.

You should hand in with your assignments:

- A brief report to explain your findings.
- Your solution of given problem

For the research report, you are required to write a report similar to a scientific research paper. It should include:

- *Ab-stract*: It describes the main synopsis of your paper.
- *Introduction*: It provides background information necessary to understand the research and getting readers interested in your subject. The introduction is where you put your problem definition, summary of contribution, related work, and is likely where the bulk of your sources will appear.
- *Methods (Algorithms and Implementation)*: Describe your methods here. Summarize the algorithms (if any) generally, highlight features relevant to your project, and refer readers to your references for further details. Information from sources must be rephrased in own words, “copy-and-paste” from documents, found for example on the Internet, is NOT allowed. It is allowed to use short quotations, or figures, from other documents, but then the source MUST be clearly stated in the reference list (please check copy rights). Papers not fulfilling these rules will be failed.
- *Results and Discussion (Benchmarking and Analysis)*: This section is the most important part of your paper. It is here that you demonstrate the work you have accomplished on this project and explain its significance. The quality of your analysis will impact your final grade more than any other component on the paper. You should therefore plan to spend the bulk of your project time not just gathering data, but determining what it ultimately means and deciding how best to showcase these findings.
- *Conclusion*: The conclusion should give your reader the points to “take home” from your paper. It should state clearly what your results demonstrate about the problem you were tackling in the paper. It should also generalize your findings, putting them into a useful context that can be built upon. All generalizations should be supported by your data, however; the discussion should prove these points, so that when the reader gets to the conclusion, the statements are logical and seem self-evident.
- *Bibliography*: Refer to any reference that you used in your assignment. Citations in the body of the paper should refer to a bibliography at the end of the paper.

• 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).

Course/Module Academic Calendar

Week	Basic and support material to be covered	HW
(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)	Working on tasks under supervisor from the placement provider.	
(6)	Working on tasks under supervisor from the placement provider.	
(7)	Evaluating tasks.	
(8)	Solving discovered problems.	
(9)	Repeat (Week5-Week8) for other tasks.	
(10)	Repeat (Week5-Week8) for other tasks.	
(11)	Repeat (Week5-Week8) for other tasks.	
(12)	Repeat (Week5-Week8) for other tasks.	
(13)	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)	Discusses the technical report by academic supervisor	Form5 (QFO-AP-FI-TR05).
(16)	Discusses the technical report by academic supervisor	Form5 (QFO-AP-FI-TR05).

Expected workload

On average students need to spend 2 hours of study and preparation for each 50-minute lecture/tutorial.

Attendance policy

Absence from lectures and/or tutorials 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 take the final examination and shall receive a mark of zero for the course. If the excuse is approved by the Dean, the student shall be considered to have withdrawn from the course.