

FA25 Syllabus

PRAC 122: Google Career Certificates Practicum

University of Maryland, Baltimore County | Baltimore, MD 21250

Welcome!

Welcome to PRAC 122: Google Career Certificates!

You're officially on your way to leveling up your professional skills with Google — and that's a big deal. Whether you're diving into **Data Analytics, Cybersecurity, UX Design, IT Support, Project Management, Digital Marketing, or Generative AI**, this practicum will guide and support your progress as you earn your Google Career Certificate through Coursera.

This Blackboard space complements your Coursera coursework and connects you with valuable tools, resources, and peers. You'll find guidance on how to make steady progress, strengthen your professional presence, and reflect on what you've learned — **all leading to a Pass on your UMBC transcript** once your final reflection is submitted.

UMBC was established upon the land of the Piscataway and Susquehannock peoples. Over time, citizens of many more Indigenous nations have come to reside in this region. We humbly offer our respect to all past, present, and future Indigenous people connected to this place.

Course Information

PRAC 122-01 | Asynchronous Online (Blackboard + Coursera)

Credits: 0 (Pass/Fail)

Instructor Information

Collin Sullivan (he/him/his), Program Director for Digital Credential Innovation, Division of Professional Studies Office: 900 Walker Avenue, Office 111 | Email: collinsullivan@umbc.edu

** Office hours by appointment only! Email is the best way to contact me. **

Teaching Assistants

Rahul Badwaik, Graduate Student Worker for Digital Credential Innovation, wj94696@umbc.edu

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Practicum Description

This 0-credit asynchronous practicum is designed to support your progress in completing a Google Career Certificate. Through this space, you'll:

- Track your Coursera progress and stay on schedule
- Reflect on your learning and professional growth
- Connect with peers pursuing similar certificates
- Access resume, LinkedIn, and portfolio-building resources

While the course is self-paced, your participation in discussion boards and completion of the Final Reflection by the end of the semester are required to earn a "Pass."

Course Learning Outcomes

By completing this practicum, I will be able to:

1. Demonstrate progress toward completion of a Google Career Certificate on Coursera.
2. Reflect on how the certificate's skills and competencies align with your academic and career goals.
3. Identify ways to represent your new skills through digital credentials, LinkedIn, and resumes.
4. Engage with peers to share resources and insights related to your learning and professional development.
5. Submit a final reflection demonstrating meaningful engagement with your learning experience.

Course Requirements & Evaluation

Requirement	Description	Evaluation
Participation	Introduce yourself in Blackboard, post in the general or course-specific discussion boards, and engage with others' posts.	Satisfactory engagement throughout the semester
Progress on Coursera Certificate	Actively engage with your chosen Google Career Certificate throughout the semester. You are <i>not</i> required to complete the full certificate to earn a Pass; however, you must demonstrate meaningful and consistent progress.	Verified via Coursera progress or discussion engagement
Final Reflection	Complete and submit the Final Reflection assignment in Blackboard by December 6, 2026, at 11:59 PM . This short reflection prompts you to summarize your learning, growth, and goals.	Required for "Pass"

Course Components

Course Overview Folder

Start here! It outlines your certificate options, learning goals, and suggested timeline.

Discussions

- **General Discussion Board:** Share ideas, ask questions, or connect with peers across certificates.
- **Certificate-Specific Boards:** Join the board for your chosen certificate to exchange study tips, resources, and experiences.

Career Tools & Resume Resources

Explore resume samples, LinkedIn advice, and portfolio-building guidance — all designed to help you showcase your Google credential professionally.

Progress Tracker

Select courses feature a weekly progress tracker to help you stay on pace and celebrate each milestone.

Final Assessment

Submit the *Final Reflection* in Blackboard by **December 6, 2026, at 11:59 PM**. This is required to earn a "Pass" for PRAC 122.

Recommended Timeline

Each Google Career Certificate includes roughly **120–180 hours** of self-paced content. Below is a suggested pacing model for completing your Coursera modules by the end of the semester:

Month	Recommended Goal
September	Get started and establish a regular learning routine
October	Continue making steady progress on your certificate
November	Continue coursework and begin reflecting on your learning
December	Complete and submit your Final Reflection

Success & Support

Technical Requirements

- Access to Blackboard through your myUMBC account
- Reliable, high-speed Internet
- A computer capable of accessing Blackboard and Coursera

Technical Support

For technical issues, please contact DoIT:

- [Check out UMBC's extensive FAQ collection](#)
 - [Blackboard Ultra for Students](#)
 - [Follow DoIT on myUMBC](#)
- [eLearning Resources](#)
- [Place a ticket with DoIT's Technology Support Center \(TSC\)](#)
 - Call the TSC at 410-455-3838
- [Other Software Information](#)
 - [Available Downloads](#)

!! Policies

!! Academic Integrity

Every student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty. Academic misconduct could result in disciplinary action, including but not limited to suspension or dismissal. To read the full Student Academic Conduct Policy, consult the [UMBC Student Handbook](#) or visit [UMBC's Academic Integrity](#) websites.

!! Use of Artificial Intelligence

Generative AI tools can help you organize thoughts, explore ideas, ask questions, and make sense of what you are learning. **You may use AI in these ways in PRAC 122.**

However, the purpose of this practicum is for you to engage with your Google Career Certificate, connect what you are learning to your goals and experiences, and reflect on your growth. Your discussion posts and final reflection should therefore reflect **your own thinking, experiences, and voice.**

Using AI to help you brainstorm or organize your thoughts is different from asking AI to write your discussion posts or reflections for you. Copying, pasting, or lightly editing AI-generated responses and submitting them as your own work is not appropriate in this course. This includes using AI to generate a discussion post or reflection and presenting the resulting content as your own.

If you use AI, use it as a tool to **help you think – not to do the thinking for you.**

Because the final reflection and discussion activities are the primary ways you demonstrate your engagement in this practicum, **submitting AI-generated work as your own may result in a failing grade for the assignment or the course, depending on the circumstances.**

When in doubt, ask. I am happy to help you determine whether a particular use of AI is appropriate.

!! Changes to the Syllabus

Any content in this syllabus, the course calendar, and any other addenda is subject to change at our discretion at any time; we will share with you what changes have been made and when.

!! Due Dates and Late Policy

Due dates are posted in the course calendar and on Blackboard. Because of the nature of assignments, we generally do not accept late work.

!! Office of Equity and Civil Rights

The following policies are mandated by the university or are strongly suggested. You can review them in complete detail from the [Office of Equity and Civil Rights website](#).

[Accessibility and Disability Accommodations, Guidance and Resources \(required\)](#)

[Sexual Assault, Sexual Harassment, Gender Based Violence and Discrimination \(required\)](#)

[Pregnant and Parenting Students](#)

[Religious Observances & Accommodations](#)

[Hate, Bias, Discrimination and Harassment](#)

Key Dates

Date	Item
September 26, 2026	Blackboard course opens
October 1–December 1	Continue Coursera coursework & discussion participation
December 6, 2026	Final Reflection due (11:59 PM)
December 18, 2026	Grades posted

Final Note

Learning with Google is a big step — and you're not doing it alone.

This course is here to help you stay organized, supported, and inspired as you work toward your professional goals. Let's make this semester a success!

