

COURSE SYLLABUS



COURSE TITLE: Capstone Project - Preparation

CLASS SECTION: 001 and 002

TERM: W2022

COURSE CREDITS: 1

DELIVERY METHOD(S): Face to Face

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.

INSTRUCTOR DETAILS

NAME: Saryta Schaerer

EMAIL: schaerer@camosun.bc.ca

OFFICE: Tec 239

HOURS: by appointment

As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.

CALENDAR DESCRIPTION

Students prepare for their applied project in this first phase with the formation of teams and interaction with industry contacts to select a final project for the Information and Computer Systems and Interactive Media Developer programs.

PREREQUISITE(S):

Students in Interactive Media Development

Students in Information and Computer Systems

All of:

- C in COMP 245
- C in ICS 212
- C in ENGR 255
- C in ENGL 170

All of:

- C in ICS 212
- C in ICS 214
- C in ICS 226
- C in ICS 228

Pre/Co-Requisite

Students in Interactive Media Developer

All of:

- C in BUS 280
- C in COMP 246
- C in COMP 253
- C in HLSC 264
- C in ICS 224

Students in Information and Computer Systems

All of:

- C in ICS 215
- C in ICS 200
- C in ICS 221
- C in ICS 223
- C in ICS 224

COURSE DELIVERY

ACTIVITY	HOURS / WEEK	# OF WEEKS	ACTIVITY HOURS
Lecture / Learning Content			0
Seminar	1	14	14
Lab / Collaborative Learning	0	0	0
Supervised Field Practice			0
Workplace Integrated Learning			0
Online			0
		TOTAL HOURS	14

COURSE LEARNING OUTCOMES / OBJECTIVES

Upon successful completion of this course a student will be able to:

- Discuss the dynamics of team formation.
- Prepare a portfolio or resume to present to project client(s).
- Complete the key steps in obtaining a project commitment from a prospective industry client.
- Select an appropriate software development methodology.
- Apply different strategies to solve software development problems.

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

wk	Week Of	Class	Activity/Topic	Other Notes
1	10-Jan	No		
2	17-Jan	Yes	Overview of the course/Survey Completed.	
3	24-Jan	No	Dept forms teams	Jan 19 Drop w/ refund Jan 21: Fee deadline

4	31-Jan	No	Finalization of Project teams	
5	07-Feb	No	Submissions reviewed by Dept. Prep for Meet n' Greet	
6	14-Feb	No	Projects released to teams. Team Bios Due	
7	21-Feb	No		Family Day/ Reading Week
8	28-Feb	Yes	Possible Meet n' Greet Session 1	
9	07-Mar	Yes	Possible Meet n' Greet Session 2	
10	14-Mar	No	Dept. review selections and confirms with Sponsors	Mar 13: Last day to drop/audit.
11	21-Mar	No	Teams informed of project match	
12	28-Mar	No	Teams meet sponsors (Kick off Meeting) Project Initiation Document	
13	04-Apr	No	Work with Sponsor on Project Charter	
14	11-Apr	No	Work on Project Charter	April 15: Good Friday
15	18-Apr	No	Draft Project Charter Due/Exam period starts	April 18: Easter Monday

EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Kick Off Meeting Agenda	COM
Project Charter (PC)	COM
Participation	COM
TOTAL	

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

It is expected that students will meet with their client for their kickoff meeting and work with them on the Project Charter

SCHOOL OR DEPARTMENTAL INFORMATION

Grade review: You have 7 days after marks are posted to review with your instructor.

Academic Integrity Violations:

1st violation: minus the weight of the deliverable and a note on your departmental file.

2nd violation: F in the course

3rd violation: Student Conduct [Policy](#) E-2.5 is applied

Missed Examinations/Quizzes: If a student misses a quiz/test or an exam, a mark of zero will be assigned unless there are extenuating circumstances. You must provide a note from a medical practitioner (Doctor, Nurse, Psychologist, Councilor, etc) In such cases, the proportion of grade assigned to the missed quiz or exam will be added to the proportion assigned to the final exam. The final exam will be held during exam week. NO consideration will be given to any student wishing to write the exam at any other time than that assigned.

Electronic Devices: The school's policy regarding electronic devices is that any student who has a cell phone or other unauthorized electronic device (ie. ipad, laptop, playbook, etc.) on their person or around their desk during an exam will be guilty of cheating and will a grade of "F" for the course.

STUDENT RESPONSIBILITY

Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

SUPPORTS AND SERVICES FOR STUDENTS

Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/

Support Service	Website
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](#) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the “Attendance” section under “Registration Policies and Procedures” (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun’s Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student’s right to choose what is right for them. For more information see Camosun’s Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and camosun.ca/sexual-violence. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-3703841

Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College’s Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College’s expectations of academic integrity and student behavioural conduct.

Changes to this Syllabus: Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.