COURSE SYLLABUS

COURSE TITLE: Capstone Project - Preparation

CLASS SECTION: 001 and 002

TERM: W2024

COURSE CREDITS: 1

DELIVERY METHOD(S): Face to Face

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

All of:
- C in COMP 245
- C in ICS 212
- C in ENGR 255
- C in ENGL 170

Students in Information and Computer Systems

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	Students in Information and Computer Systems
All of:	All of:
• C in BUS 280	• C in ICS 215
• C in COMP 246	• C in ICS 200
• C in COMP 253	• C in ICS 221
• C in HLSC 264	• C in ICS 223
• C in ICS 224	• 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	08-Jan	No		
2	15-Jan	No		
3	22-Jan	No	Overview of the course/Survey Completed.	Jan 22: Fee deadline

4	29-Jan	No		
5	05-Feb	No	Finalization of Project teams	
6	12-Feb	No	Team Bios Due	
7	19-Feb	No	Submissions reviewed by Dept.	Family Day/ Reading Week
8	26-Feb	No	Submissions reviewed by Dept.	
9	04-Mar	No		
10	11-Mar	YES	Meet and Greet with Sponsors	ALL DAY
11	18-Mar	No	Faculty agree on Sponsor/Team matches Sponsors informed Teams Informed	
12	25-Mar	No		Mar 29: Good Friday
13	01-Apr	YES	Teams meet sponsors (Kick off Meeting) Project Initiation Document	April 1: Easter Monday *This is with your sponsor*
14	08-Apr	No		
15	15-Apr	No	Exam period starts	PID due

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 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

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

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.