

# COURSE SYLLABUS



COURSE TITLE: Capstone Project

CLASS SECTION: ICS-290-X01, ICS-290-X02

TERM: Summer, 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): On Site

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

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

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## INSTRUCTOR DETAILS

NAME: Michael Liu

EMAIL: LiuM@camosun.ca

OFFICE: TEC248

HOURS: 9:00 AM - 10:30AM, Tuesday, Thursday

*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.*

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## CALENDAR DESCRIPTION

The calendar description is available on the web at <http://camosun.ca/learn/calendar/current/web/ics.html>

PREREQUISITE(S): N/A

CO-REQUISITE(S): N/A

EXCLUSION(S): N/A

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## COURSE LEARNING OUTCOMES / OBJECTIVES

- Apply synthesized knowledge and skills to an initially unstructured software problem;
- Create technical documents using correct workplace-writing style, structure, format, design, and ethical concepts;
- Demonstrate professional applied communication skills (written, oral, interpersonal, presentation);
- Analyze, design and implement a software solution as a team with project stakeholders;
- Design and implement a project portfolio with an appropriate secured login system for stakeholders of the project;
- Use effective planning and time management skills to achieve project goals;
- Apply relevant practices, standards and security measures to software implementation;
- Apply the principles and dynamics of conflict resolution in a team setting to maximize the efficiency of collaborative work; and
- Evaluate and use the appropriate tools for software implementation;

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

(a) Mandatory:

N/A

(b) Optional:

N/A

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

It is expected that students will meet with their client regularly. You may be working closely with your client so do not be surprised if you are working up to 25 hours. Meeting with your course instructor or another instructor is as scheduled. **This is a proposed Sprint Planning schedule. Your Sponsor may want to do a different plan. Please make sure this is clear in your Project Charter.**

Week	Sprint	Project/In-class related content	Submission for ICS 290
1	0	Course Introduction. Lectures on Agile methodology & SCRUM model. Preparation of development environment.	
2		Overview of Capstone Project Documents & Deliverables. Preparation of Capstone Sprint Cycles.	Project Charter Project-Portfolio Created SCRUM Master Rotation Schedule
3	1	Sprint Plan Reviews by SCRUM Masters Project Topics Sharing by Individual (Optional)	Individual WSR1
4		Project Topics Sharing by Individual (Optional) Sprint Reviews & Retrospectives by SCRUM Masters	Project-portfolio updated by SCRUM master Individual WSR2
5	2	Sprint Plan Reviews by SCRUM Masters Project Topics Sharing by Individual (Optional)	Individual WSR3
6		In-Class Project Progress Presentations*	Project-portfolio updated by SCRUM master Individual WSR4
7	3	Sprint Plan Reviews by SCRUM Masters Project Topics Sharing by Individual (Optional)	Individual WSR5
8		Project Topics Sharing by Individual (Optional) Sprint Reviews & Retrospectives by SCRUM Masters	Project-portfolio updated by SCRUM master Individual WSR6
9	4	In-Class Project Progress Presentations*	Individual WSR7 Project Progress Presentations
10		Project Topics Sharing by Individual (Optional) Sprint Reviews & Retrospectives by SCRUM Masters	Project-portfolio updated by SCRUM master Individual WSR8
11	5	Sprint Plan Reviews by SCRUM Masters Project Topics Sharing by Individual (Optional)	Individual WSR9
12		Project Topics Sharing by Individual (Optional) Sprint Reviews & Retrospectives by SCRUM Masters	Project-portfolio updated by SCRUM master Individual WSR10

13	6	Sprint Plan Reviews by SCRUM Masters Project Topics Sharing by Individual (Optional)	Individual WSR11
14		Project Topics Sharing by Individual (Optional) Sprint Reviews & Retrospectives by SCRUM Masters	Project-portfolio updated by SCRUM master User Document Individual WSR12
15		Wrap Up Week	Project-portfolio with sign-off Final Project Presentations Final Wrap Up Report

**\* In-Class Project Progress Presentations will be joint sessions with ENGR273.**

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

## EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Weekly Status Report (1% x 12)	12%
Project Charter	5%
Final Report	5%
User Document	15%
Team Evaluation	10%
Client Evaluation	15%
SCRUM Master Reviews & Topics Sharing Presentations*	18%
Project Demo	10%
Project-portfolio	10%
	<b>TOTAL</b> 100%

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>

**\*Each student must take the SCRUM master role at least once and have at least one topic sharing presentation**

## COURSE GUIDELINES & EXPECTATIONS

Quizzes: n/a

Exams: n/a

Other (e.g. Project, Attendance, Group Work)

### Late Assignments:

If you are unable to meet a due date, you must send me an e-mail indicating the reasons for the delay and a proposed due date for that assignment. You must provide me adequate time to consider your request, in other words, not on the day that the assignment is due.

### Project:

As this is a team project, your participation in all aspects is required. This includes weekly meetings for the Symposium, as well as, attendance and participation during the Event.

## SCHOOL OR DEPARTMENTAL INFORMATION

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

### Academic Dishonesty:

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 or an exam, a mark of zero will be assigned unless there are extenuating circumstances. 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

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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

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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 [camosun.ca/services](http://camosun.ca/services).

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Support Service

Website

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Academic Advising

[camosun.ca/services/academic-supports/academic-advising](http://camosun.ca/services/academic-supports/academic-advising)

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Support Service	Website
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

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 Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### 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:

<https://camosun.ca/services/academic-supports/accessible-learning>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### 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 (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### 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 <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.