COURSE SYLLABUS

CAMOSUN COLLEGE

COURSE TITLE: Capstone Project

CLASS SECTION: X01

TERM: F2024

COURSE CREDITS: 6

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: Benjamin Leather

EMAIL: leatherb@camosun.bc.ca

OFFICE: TEC 234

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 will integrate the knowledge they have gained throughout either the Information and Computer Systems or Interactive Media Developer program to a project-based activity that relates to professional work in the technology field. Students participate in determining the scope of the project, develop a project proposal outlining an approach to the problem's solution, implement the proposed solution, and complete user testing. Throughout this process, students will practice their technical writing and presentation skills. Students will also work together to plan a symposium with a final presentation and demonstration of their completed project to industry.

PRE or CO-REQUISITE(S): All of:

COM in ICS 280
ENGL 273
TECN 290

COURSE LEARNING OUTCOMES / OBJECTIVES

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

None.

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.

WEEK or DATE RANGE	SPRINT	ACTIVITY or TOPIC	OTHER NOTES
1	0	Course Introduction Agile Project Management	
2		Check-in	Project Charter
3	1	Sprint Planning Status Report Check-in	WSR 1 Burn Up Chart Updated
4		Status Report Check-in	WSR 2
5	2	Sprint Planning Status Report Check-in	WSR 3 Burn Up Chart Updated
6		Status Report Check-in	WSR 4
7	3	Sprint Planning Status Report Check-in	WSR 5 Burn Up Chart Updated
8		Status Report Check-in	WSR 6
9	4	Sprint Planning Status Report Check-in	WSR 7 Burn Up Chart Updated
10		Status Report Check-in	WSR 8
11	5	Sprint Planning Status Report Check-in	WSR 9 Burn Up Chart Updated
12		Status Report Check-in	WSR 10
13	6	Sprint Planning Status Report Check-in	WSR 11 Burn Up Chart Updated
14		Wrap Up Week	Project Portfolio Updated
15		Wrap Up Week	Assemble and Submit Final Assets Project Portfolio Signed and Submitted

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 noticed is

required. Deadlines scan be reviewed on the <u>CAL exams page</u>. <u>http://camosun.ca/services/accessible-learning/exams.html</u>

EVALUATION OF LEARNING

DESCRIPTION		WEIGHTING
Project Charter (Group)		6%
Status Reports (12) (Group)		12%
Sprint Plan (6) (Group)		12%
Team Evaluation (Individual)		10%
Client Evaluation & Sign Off (Group)		20%
Presentation (Group)		10%
Portfolio (Group)		30%
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 <u>Grade Review and Appeals</u> policy for more information. <u>http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf</u>	TOTAL	100%

COURSE GUIDELINES & EXPECTATIONS

Must complete and submit **all** lab writeups.

Must complete **all** quizzes/tests.

Must achieve a **minimum of 55%** on all work to pass the course.

USE OF ARTIFICIAL INTELLIGENCE (AI) AND LARGE LANGUAGE MODELS (LLM):

Acceptable: just like using Google or Wikipedia, it is acceptable to use an AI to ask introductory questions or gain ideas for an assignment. Please know that AIs will create factually incorrect but plausible statements and data and they can fabricate sources that do not exist. Never assume they are telling the truth.

Acceptable: if you need a generic/stock image and know exactly what you want but Google image search isn't finding it, you are allowed to use Google Gemini or other image AI to create that image. However, like any source, you must cite the source and you must also confirm that the image is accurate for the location of your paper/presentation – don't show me a European or American speed limit sign in a paper about roads in Vancouver.

Not acceptable: to use any text created by an AI directly in your assignment. Do not paste any text from an AI, including pasting and then rewording it.

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.