



CAMOSUN COLLEGE
School of Trades and Technology
Computer Science Department

ICS 298
Capstone Project: Phase 1
Winter 2018 (Updated Jan 22, 2018)

COURSE OUTLINE

The calendar description is available on the web @ <http://camosun.ca/learn/calendar/current/web/ics.html#ICS298>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

- (a) **Instructor** Saryta Schaerer
- (b) **Office hours** As needed
- (c) **Location** Technology Building 239
- (d) **Phone** 250 370 4451 **Alternative:** _____
- (e) **E-mail** schaerer@camosun.bc.ca
- (f) **Website** D2L

2. Intended Learning Outcomes

Upon successful completion of this course students will be able to:

- Collaborate with a team to develop and manage a project plan;
- Analyze and design a software solution;
- Use effective planning and time management to achieve project goals; and
- Demonstrate effective written and oral communication in a variety of formats.

3. Required Materials

- (a) Texts:
Required: none
Reference: Any PM or the ICS 215 text and notes
- (b) Other: None

4. Course Content and Schedule

wk	Week Of	Project	Symposium
1	Jan 8	Meet-n-Greet Course Overview	Form Committees and start to plan the Symposium.
2	Jan 15	Project assigned Meet with Client	More details provided in class.
3	Jan 22		
4	Jan 29	Weekly Status Report 1 Project Charter	
5	Feb 5	Weekly Status Report 2 Individual Presentations (PC)	
6	Feb 12	Reading Break	

7	Feb 19	Weekly Status Report 3 Project Management Plan (PMP) Individual Presentation (PMP)	
8	Feb 26	Weekly Status Report 4 BRD I: Sec 2,3, 4	
9	Mar 5	Weekly Status Report 5 Individual Presentation BRD I	
10	Mar 12	Weekly Status Report 6 BRD II: Sec 5, 6	
11	Mar 19	Weekly Status Report 7 Individual Presentation BRD II	
12	Mar 26	Weekly Status Report 8 Completed BRD	
13	Apr 2	Weekly Status Report 9 Analysis Walk Through	
14	Apr 9	Weekly Status Report 10 Design Document Design Walk Through	
15	Apr 16	Group Presentation during Exam week	

- It is expected that students will meet with their client for at least one hour a week. There will be weeks where more than one hour is required.
- This is a draft plan. The deadlines are fluid and will be finalized throughout the term.

5. Basis of Student Assessment (Weighting)

(a) Assignments:

Weekly Status Report	5%	5%
Completed Project portfolio	5%	5%
Project Charter (PC)	5%	42%
Project Management Plan Document (PMP)	8%	
Business Requirements Document (BRD)	15%	
Design Document	10%	
Walkthrough (Analysis/Design)	4%	
Class presentations - single	5%	15%
Class Presentations – group	10%	
Presentation Evaluations (equivalent to class participation)	5%	33%
Team Evaluation	10%	
Client Supervisor Evaluation	10%	
Committee Evaluation	8%	

(b) Quizzes: n/a

(c) Exams: n/a

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

Submissions:

- All submissions will be put into the appropriate drop box on D2L.
- The BRD will not be marked until the final submission; however, you will be required to submit portions of the document as the term goes on. If you fail to do so, it will be considered late.

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 delivery date. Failing to do so will result in a reduction of your mark by 5% per day for the team.
- Late WSR will not be marked but must be submitted.

Mark Appeals:

- All marks must be appealed within **7 days** of the mark being posted.

6. Grading System

X	Standard Grading System (GPA)
	Competency Based Grading System

Recommended Materials to Assist Students to Succeed Throughout the Course

8. College Supports, Services and Policies



Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts @ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials, Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence and Misconduct, Student Ancillary Fees, Student Appeals, Student Conduct, and Student Penalties and Fines.

A. GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.
IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.