



**CAMOSUN COLLEGE**  
*School of Trades and Technology*  
*Computer Science Department*

**ICS 298**  
**Capstone Project: Phase 1**  
**Winter 2019**

**COURSE OUTLINE**

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

tentative delivery schedule for Capstone including ENGL273, ICS 217 and ICS 299.

wk	Week Of	Project	Symposium (draft)	ICS 227	E273
1	07-Jan	Kick Off with Client		Overview	Overview / Project Charter

					DUE: GRIP & GIFT form
2	14-Jan	WSR 1 Project Initiation Doc	Symposium Committees selected		Presentations / Work Block
3	21-Jan	WSR 2	Symposium Date		Group Practice Presentation Work Block (Team Bios / PC)
4	28-Jan	WSR 3	Draft letter for Sponsorship.		Progress Report Photo day DUE: Project Charter
5	04-Feb	WSR 4 Project Charter	Website started	Base layout	DUE: Team Bios
6	11-Feb	WSR 5	Venue locations Company list collect for fundraising.	Password protected area	Formal Report Progress Report Review Progress Presentation Review
7	18-Feb	Reading Break			<b>Family Day: Feb 18</b>
8	25-Feb	WSR 6 SRS I Individual Presentation SRS I	Finalize venue and date	Ethics Test (d2I)	DUE: Progress Presentations DUE: Progress Report
9	04-Mar	WSR 7	Letter for Sponsorship Collect VIP List Draft Letter for VIP's		Group Meetings
10	11-Mar	WSR 8 SRS II Individual Presentation SRS II		Social media and/or blogging	Work Block: Brochures
11	18-Mar	WSR 9	Invite VIP's Initial Program markup done		Work Block: Brochures
12	25-Mar	WSR 10 SRS Final Individual Presentation SRS III Analysis Walk Through		Search Engine Optimization Techniques	DUE: Brochure
13	01-Apr	WSR 11	Confirmation and contact of guest speaker	SEO (Search Engine Optimization Techniques) Test (d2I)	Work block: Final Report/Presentation
14	08-Apr	WSR 12 Software Design Document Design Walk Through Final Presentation (with Engl)	Poster Draft to College Relations	Completed Portfolio: Submit url	DUE: Final Presentation DUE: Final Formal Report

	15-Apr	Exam week		<b>Good Friday: April 19</b>
	22-Apr	Exam Week		<b>Easter Monday: April 22</b>
	29-Apr			
<b>1</b>	06-May	WSR 13	Create a distribution list for posters and invites Venue site layout review Schedule for the day	Completed poster Sponsorship confirmations
<b>2</b>	13-May	WSR 14 Code Inspection Walk Through	Media release sent out Program final proof ALL Stationary Finalized	
<b>3</b>	20-May	WSR 15 User Testing Document	Equipment finalized Site layout finalized	<b>Victoria Day: May 20</b>
<b>4</b>	27-May	WSR 16 Code Walk Through	Electronic poster to coop	
<b>5</b>	03-Jun	WSR 17	Practice Presentations Print program	Print name tags Pick up program
<b>6</b>	10-Jun	WSR 18	Practice Presentations Symposium ?	
<b>7</b>	17-Jun	Final Report, Final CD Team Evaluations	Symposium?	<b>Graduation: June 20</b>
<b>8</b>	24-Jun	Exam week June 24 - 26	Symposium?	

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

## 5. Basis of Student Assessment (Weighting)

(a) Assignments:

Weekly Status Report	12%	<b>12%</b>
Project Charter (PC)	10%	<b>39%</b>
Software Requirements Document (SRD)	15%	
Design Document	10%	
Walkthrough (Analysis/Design)	4%	<b>14%</b>
Class presentations - single	5%	
Class Presentations – group	9%	<b>35%</b>
Presentation Evaluations (equivalent to class participation)	5%	
Team Evaluation	5%	

Client Supervisor Evaluation	10%
Faculty Supervisor Evaluation	5%
Committee Evaluation	10%

- (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 SRS 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

- 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.

