



COMPUTER SCIENCE DEPARTMENT

CAPSTONE PROJECT SPONSOR HANDBOOK



The Camosun College Computer Science Programs are designed to foster professional software developers, analysts and support technologists. Through the Capstone Project process, students work directly with an industry sponsor to solidify their knowledge and expertise in the area of software application development.

Overview of the Capstone Process

The Capstone courses offer a meaningful learning experience to our students in the [Information and Computer Systems Technology](#) and [Interactive Media Developer](#) programs and allow our valued industry partners to tap into the resources and talents of our students. Sponsoring a capstone project presents an excellent opportunity for organizations to develop and recruit talented new graduates with company-specific knowledge.

Over a period of four months, our second-year students work in teams analyzing, designing, and implementing a software solution of a project proposed by a variety of organizations. At the end of the term, the student teams present their projects at the Capstone Symposium, a formal tradeshow for the community. Students may work off-site, at your organization, during the project.

In addition to you, the sponsor, an instructor in the Computer Science Department serves as an advisor for the student team.

Capstone Project

An ideal Capstone Project will have the following attributes:

- The project's domain falls within the broad spectrum of software development. Projects in unique or specialized areas are especially encouraged.
- Students are responsible for most of the analysis and design decisions. This is an opportunity for students to learn project management skills as well as to apply knowledge gained in systems analysis and software engineering courses.
- Sponsors may enforce reasonable constraints, especially when the project involves integration to a current system.
- The workload should be sufficient for a team of 2 - 4 students.

Student Skills

Students take the full set of courses in the Information and Computer Systems Technology Program (<http://camosun.ca/learn/programs/information-computer-systems/>)

By the start of Capstone, you should expect students should be able to

- Program, deploy, secure and maintain software applications to meet requirements.
- Design, analyze, maintain and interpret data to manage information effectively.
- Retrieve, store and maintain data in keeping with industry and sponsor standards.
- Apply knowledge of basic project management skills to information technology activities.
- Work as part of a team to communicate and collaborate effectively with colleagues, team members, employers, and technical and non-technical personnel.
- Demonstrate professional and ethical responsibility in the information technology field and workplace.

The Process

After a project is submitted, it will be reviewed for appropriateness --- size, content, and complexity. If the review committee feels a submitted project does not meet the necessary criteria, but would be well received by the students, the sponsor will be given the opportunity to modify the proposal.

Once the project is accepted, a forum meeting will be set up at the College with all the sponsors and all student teams. Each sponsor will briefly present their project proposal to the group. After the presentation, sponsors will meet with each student team for 10 minutes to discuss the project.

At the end of the forum, the sponsors will be requested to provide the Capstone project course instructor their top three teams. Students will also provide the instructor with their top three project choices.

The committee reviews the matches. Once a decision has been made that the team and the project are a good match, the sponsors are contacted for approval of the suggested team. Should the sponsor feel that there is no team suitable for their project, the submission may be withdrawn.

Cost

There is no charge to submit a project proposal. If your project is selected and you agree to accept the project team, we request a \$300 symposium contribution fee to help cover the costs of the Capstone Symposium Showcase held in August. Camosun College will bill sponsors once project work commences.

The \$300 symposium fee is not sufficient to fund the symposium, but we do not wish to eliminate potential sponsors by raising the fee too high. Students may be asking organizations for sponsorship funds to assist with the cost of running the symposium. There is no obligation for any project sponsor to pay more. All other contributions are gratefully accepted.

Project Sponsor Requirements

In order to be a successful Capstone Project, a sponsor must be prepared to work with faculty and students to complete the project.

We require the following from Capstone Sponsors:

- A proposal providing an outline of the organization's problem, question, and/or goals. It may also include additional deliverables that are needed by the sponsors.
- A primary contact who will serve as the project liaison. This person will be the key communication point for faculty members and student teams' members.
- Access for implementation of the project (on campus or at the sponsor's work site).
- Appropriate support for students such as access to data and stakeholders.
- Timely feedback to the student team and, if necessary, the faculty advisor.
- Provision of any software or hardware not available at the College.
- Completion of a team evaluation upon completion of each phase.
- Availability for the final presentation and showcase in August.

Project Timeline

ICS 280: Winter Term (January to April).

Students form project teams, prepare resumes or portfolios and review approved projects. After a match has been made with a sponsor, the students will complete a Project Charter as a kick-off for the project.

ICS 290: Summer Term (May to August)

The project groups will focus a majority of their time on the project through gathering requirements and implementation. Students are also preparing for their final Capstone Symposium Showcase that will take place during August.

Students typically need to meet with and/or talk to sponsors and stakeholders **at least** once per week throughout this process.

Tentative Schedule

January:	Project Requests are made. Project Teams are formed.
February:	Meet and great between prospective sponsors and student teams.
March:	Final confirmation of match between sponsor and teams.
April:	Completion of Project Charter.
May - July:	Project requirement gathering and implementation.
August:	Project wrap-up and symposium.

Project Confidentiality

All project products produced by students are placed under public domain with the College. We do not require the students to enter into any non-disclosure agreement (NDA) or sign away their intellectual property (IP) rights.

If you require a formal Intellectual Property agreement with Camosun College and students, please indicate in the Project Submission Form. Any Intellectual Property Agreement will:

- Consider Capstone group members as co-creators.
- Allow students to write a report and make presentations to Professors and peers for grading purposes.
- Allow students to include a project description in their resume or work portfolio.
- Not exclude students from seeking employment in the given industry.
- Allow a short summary of the project to be published on the website and media releases to exhibit student work. Certain details may be left out at the sponsor's request.

Getting Started

If you have any questions about the Capstone Project Course or would like to be contacted when a project opportunity arises for you, please contact:

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